

City of Wahoo Utilities

The Wahoo Utilities is taking applications for a part-time secretarial position. This position will average 25 – 30 hours a week, although there will be times that they will need to fill in while other staff is gone. This person will be responsible for answering phones, waiting on customers, and secretarial duties as assigned. Knowledge of Microsoft word and excel are needed along with general computer skills. A full job description is at the Utilities office for review. Wage will be determined based on experience. Application forms may be picked up at the Utilities office Monday – Friday, 8:00 a.m. to 5:00 p.m. The closing date for applications is September 10, 2010.