

Public Works Receptionist

The City of West Fargo is accepting applications for the position of Full Time Public Works Receptionist. The City will accept application until 4 p.m. on July 30, 2010. Anticipated start date will be September 1, 2010.

Principle duties include:

Attend to visitors and deal with inquiries on the phone and face to face. General administrative and clerical support, prepare letters and documents, and data entry.

Starting salary is \$2242 per month (Grade A13). A full job description and City application forms are available from the following address or go to www.westfargond.gov for all materials.

All interested candidates should contact:

Public Works Department
City of West Fargo
810 12th Ave NW
West Fargo, ND 58078
1-701-433-5400
1-701-433-5419 (fax)
Hours: 8am to 4pm