

EMPLOYMENT NOTICE

The Town of Iowa is seeking a full-time Administrative Assistant. Applicant must possess computer knowledge, assist management and perform office tasks as requested, provide polite and professional assistance to staff and citizens of the Town of Iowa in person, phone, mail, and e-mail. Generally being a helpful and a positive presence in the workplace. Most importantly should have a genuine desire to meet the needs of others.

Qualification Requirements:

High School diploma or GED equivalent required

Knowledge of and experience with Microsoft Office

A multi-tasker

Verbal and communication skills

Preferred Experience in municipal government

More information and an application can be obtained from Iowa City Hall located at 115 North Thompson, Iowa Monday-Thursday form 7:30am until 4:30pm and Friday 7:00am – 12:00pm. Application can be downloaded from www.iowala.org and either mailed or submitted via email: townclerk@iowala.org. Applications will be accepted from March 14, 2025 until April 28, 2025. EOE, Drug free workplace.