



LAKE MINNETONKA CONSERVATION DISTRICT

5341 MAYWOOD ROAD, SUITE 200 • MOUND, MINNESOTA 55364 • TELEPHONE 952/745-0789 • FAX 952/745-9085

LAKE MINNETONKA CONSERVATION DISTRICT ADMINISTRATIVE CLERK POSITION (PART-TIME) POSTING

The Lake Minnetonka Conservation District is accepting applications for part-time Administrative Clerk. This position performs administrative support for the organization to ensure compliance with LMCD regulations designed to protect Lake Minnetonka and all those who use it.

This position performs a wide variety of administrative and clerical support for the organization. This position assists with public inquiries, typing, filing, mailings, organizing, and other office needs sometimes involving confidential and sensitive information. This position also assists with organizing meetings, communications, financial recordkeeping and bookkeeping, licensing processes, and special projects.

Minimum Requirements include a high school diploma or GED, working knowledge with Microsoft Office Suite (Word, Excel, PowerPoint), and experience with office responsibilities, customer service, or related. The position is Part-Time up to 20 hours per week. The wage is \$14.25-\$15.35 per hour depending on qualifications.

Applications are due by 4:30pm on April 19, 2019. For more information and to apply, visit www.lmcd.org.
An Equal Opportunity Employer

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