



360 Main St. • Delta, Colorado 81416 • Phone (970) 874-7566 • Fax (970) 874-8776

January 25, 2019

For information call
Kathy Drayer HR Manager
970-874-7906

HELP WANTED: The City of Delta is now accepting applications for a **City/Court Clerk Assistant**. Position is Part-time with a starting salary of \$15.66/hr. Under direct supervision of the City/Court Clerk, performs varied administrative duties involved with the operations at City Hall; handles the main phone system by routing calls to the appropriate locations; may assist at evening Council meetings; and performs a wide variety of quasi-administrative work in preparation and participation in municipal court dockets. Applicant must have any combination of experience and training equivalent to a high school diploma; college course work in business, public or judicial administration; and two (2) years progressively responsible experience in clerical administration and records management. Must be able to obtain Notary certificate for the Colorado Secretary of State within 6 months from hire date. Will be required to pass a pre-employment drug screen and background check. Submit completed City of Delta employment application to the City of Delta, Attn: Human Resources, 360 Main Street, Delta, CO 81416 by deadline date of February 8, 2019 by 4:30PM. Full job description and applications available at the above address or online at www.cityofdelta.net. Incomplete applications or applications submitted after the deadline will not be considered. EOE

DCI 1/30, 2/6
HCS 1/30, 2/6
City Website through 2/8/2019
Colorado Workforce through 2/8/2019
CML through 2/8/2019