



# City of Miles City

## VACANCY ANNOUNCEMENT

### An Equal Opportunity Employer

**Date Issued:** October 26, 2022

**Job Title:** Administrative Assistant  
**Department:** Public Utilities/Public Works

**Work Days and Hours:** Monday – Friday 8:00 a.m. – 5:00 p.m.

**Base Rate of Pay:** \$17.28/hr.

**Benefits Package:** Health, Dental, Vision, Life Insurance  
Montana Public Employees Retirement  
Paid Vacation & Sick Leave

**Length of Probation** 6 months

**Classification:** Full-time, non-exempt

**Anticipated Start Date:** November 9, 2022

**Recruitment is Open to:**  Internal Applicants Only  
 External Applicants  
 *Internal & External Applicants*

**Collective Bargaining Unit:** ASCME 283A

**Principal Duties:** Please review the attached job description.

**Minimum Qualifications:** Must meet the minimum requirements as outlined in the attached position description.

**Application Instructions:** Completed City of Miles City Application Package available on-line @ [www.milescity-mt.org/employmentopportunities](http://www.milescity-mt.org/employmentopportunities) or at Job Service. Applications may be submitted to [lwilkins@milescity-mt.org](mailto:lwilkins@milescity-mt.org) or to the local Job Service office.

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to complete the recruitment & selection process, to perform the essential functions of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need such accommodation, contact the Human Resources Office at 874-8601.

**Recruitment Closes:** November 2, 2022 @ 5:00 p.m.