

## FULL TIME ADMINISTRATIVE ASSISTANT

The City of Deadwood is accepting applications for a full-time Administrative Assistant for the Planning and Preservation Department. DUTIES include, but are not limited to, clerical work and providing customer assistance, as well as assisting the Historic Preservation Officer and Zoning Administrator. QUALIFICATIONS: High school diploma or GED equivalent, general knowledge of office practices with one year of responsible related experience, working knowledge of computers and office-related equipment, good organizational and people skills, multi-tasking and good phone etiquette. Pre-employment drug testing is required. Starting wage is \$20.00-\$22.00 per hour depending on education, experience, and qualifications. 40 hours per week with benefits. Must comply with residency policy. CLOSING: March 21, 2025, at 5:00 PM or until filled. Please submit a cover letter, resume and application to Deadwood City Hall, 102 Sherman Street, Deadwood, SD. The City of Deadwood is an EOE.