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Ronni (507-829-6091) or Chuck (507-829-2697)

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MASCOT CLASSIFIED AD DEADLINE

(Monday - 12 p.m.)

To place an ad, or for any questions, call 507-872-6492 during business hours

After business hours call 320-894-6007

Help Wanted



We're Hiring!

The City of Minneota is seeking qualified candidates for a full-time City Clerk/Administrative Assistant position

Job type: Full-time, non-exempt
Starting pay: \$21.15/hr

Overview
Support day-to-day city operations with a focus on bookkeeping and front-office service. Key responsibilities include utility billing, payroll, accounts payable/receivable, bank deposits, assisting with audits, records and licensing, meeting packet prep, and administering city elections.

What we're looking for

- High school diploma or equivalent
- 1 year advanced secretarial/accounting training or 3 years office experience
- Proficiency with Microsoft Office; accounting software experience preferred
- Municipal experience, City Clerk certification, or two-year accounting/bookkeeping degree are pluses

Benefits
PERA retirement; medical and dental insurance; short-term, long-term, and life insurance; HSA.

How to apply
Submit a resume, cover letter, and city application (available at the City Office or at minneota.com) to: City of Minneota, P.O. Box 307, Minneota, MN 56264.

Applications must be received by
October 16, 2025 at 4:00p.m.

Help Wanted

Minneota Public Schools

Hiring for the 2025-2026 School Year

- Assistant Softball Coach
- Jr. High Girls Basketball Coach

Review of applications will continue until the positions are filled.

Job descriptions are located on the Minneota Public School website.

Please submit resume and letters of interest to:
Activities Director Patty Myrvik
Patty.myrvik@minneotaschools.org



Now Hiring!

Applications being accepted for:

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Develop, coordinate, and implement resident activities

Call 507-872-5300 or
visit www.lsfminneota.org to apply

To subscribe to the Mascot
call 507-872-6492
or email:
office@minneotamascot.com

Minneota Mascot Hours

Monday-Tuesday — 9 a.m. to 4 p.m.

Wednesday — 9 a.m. to 12 p.m.

Professional Directory

To place your ad in this directory call 507-872-6492

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