

## **Deputy City Clerk – City of La Crescent**

**Department:** Finance

**Status:** Full-time, Hourly

The City of La Crescent is seeking a detail-oriented Deputy City Clerk to support City Council operations, elections, payroll, records management, and general City Hall functions. This position works closely with the Finance Director, City Administrator, and Public Works Director to carry out day-to-day municipal operations in compliance with Minnesota State Statutes. Regular remote work is not available for this position.

### **Key Responsibilities**

- Attend City Council meetings, prepare minutes, publish notices, and manage meeting technology
- Assist with year-end reporting, annual audits, staff certifications, and other Finance tasks
- Support payroll processing, onboarding seasonal staff, and maintaining employee records
- Administer municipal elections, hire and train election judges, and coordinate with Houston County
- Maintain City Code, resolutions, records retention systems, and the City website
- Provide Notary services, prepare newsletters, support City certifications, and assist with general City Hall operations

### **Preferred Skills**

- Knowledge of municipal operations, election processes, and state/federal laws
- Strong communication and organizational skills
- Proficiency in Microsoft Office; payroll experience beneficial

### **Minimum Qualifications**

- Associate's degree in business or related field
- At least 2 years of experience in business or municipal government
- Ability to obtain Minnesota Municipal Clerk Certification within 4 years
- Valid driver's license required

### **Benefit Package**

- Represented by AFSCME Local Union No. 2166
- 2026 starting wage \$30.14/hr. with 36-month five (5) step increases & Longevity to \$34.91 hr.
- 11 Paid Holidays and 2 half day Holidays
- 2026 Medical Insurance contribution \$2,800/month for family and \$1,200/month for single coverage
- Accrued Vacation and Sick Leave with the ability to bank Compensatory Time
- Eligible for Minnesota Public Employees Retirement Association. Employee contribution 6.5%, Employer contribution 7.5%

Certified Municipal Clerks are encouraged to apply. Supervisory duties would be required for Certified Clerks and would not be eligible for union representation. Certified Municipal Clerk wage range \$37.95/hr. with seven (7) step increases to \$45.39/hr.

**How to Apply**

Submit a résumé, cover letter, and City application to [ktarrence@cityoflacscent-mn.gov](mailto:ktarrence@cityoflacscent-mn.gov) . Position open until 07/02/2026.