



CITY OF RENSSELAER

RENSSELAER, INDIANA

STEPHEN A. WOOD, *Mayor*
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Electric Department Secretarial Position

The City of Rensselaer Electric Utility is currently taking applications for a full-time secretarial position. Applicants must have exceptional written and verbal communication skills, friendly and professional demeanor, and the ability to work independently. A high school diploma or GED is required. Knowledge of specific software programs including Word and Excel are also required. A background in GIS mapping would be helpful

The hours are Monday through Friday, 7:30am to 4:00pm. The City of Rensselaer offers a competitive benefits package.

If interested in this position, applications can be found on the City of Rensselaer website at www.cityofrensselaerin.com under employment or the Mayor's office located at 122 S Van Rensselaer Street, Rensselaer, Indiana. Please include your resume with the application.

Applications will be accepted until 8:00am (CDT) April 22, 2019

The City of Rensselaer is an Equal Opportunity Employer