

**CITY OF SHREWSBURY, MISSOURI
OPEN POSITION ANNOUNCEMENT
(PART-TIME)**

PART-TIME POSITION: ADMINISTRATIVE ASSISTANT TO THE PROSECUTING ATTORNEY

City of Shrewsbury (Pop. 6,254)

The City of Shrewsbury has an opening for a part-time position in the Prosecuting Attorney's Department. The Administrative Assistant to the Prosecuting Attorney performs all clerical and administrative duties, including customer service, related to the operation of the Office of the Prosecuting Attorney. The work load is slated for 20-24 hours a week, which includes mandatory attendance on court days and evenings (currently the second and third Tuesdays of each month). The position functions under the non-direct supervision of the Prosecuting Attorney of the City of Shrewsbury, under the oversight of the Department of Administration of the City of Shrewsbury.

For more information on the position, please see the enclosed or attached job description.

To Apply:

Submit a resume and cover letter to Mr. Justin Klocke, City Clerk, Department of Administration, City of Shrewsbury, 5200 Shrewsbury Avenue, Shrewsbury, Missouri, 63119 or via email to jklocke@cityofshrewsbury.com.

Applications will be received until the position is filled. Compensation is set at \$12.50 an hour. The City of Shrewsbury is an Equal Opportunity Employer.

Closing Date: Open until filled.