

**City of Proctor  
Proctor, Minnesota**

September 5, 2019

Notice of Open Position  
**Part Time Clerk**

The City of Proctor is requesting written applications for the open position of Part Time Clerk in the Proctor Municipal Liquor Store. The person in this position will work a minimum of 14 hours per week over a normal work week. Some evening and weekend shifts are required.

**JOB SUMMARY:** *The attached duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Please see the Municipal Liquor Store Manager for additional duties.*

**See Attachment**

**MINIMUM QUALIFICATIONS:** Working familiarity with “off sale” liquor operation. Some knowledge in accounting principles and two years of experience in working in a liquor store or retail environment. Possession of a valid State of Minnesota driver’s license

**ADDITIONAL REQUIREMENTS:** May be required to lift and/or carry supplies, materials, equipment and/or items weighing up to 25 pounds. Must be able to pass a background check by the City of Proctor Police Department.

All applications should be submitted to the Municipal Liquor Store Manager no later than **September 20, at 12:00 p.m.**

Sincerely,

Mark Casey  
City Administrator/Clerk