

JOB VACANCY NOTICE

ADMINISTRATIVE ASSISTANT

The City of Carroll, Iowa, is accepting applications for the position of Administrative Assistant in the Public Works Department.

Duties include a variety of skilled typing, document processing and related general office and field support tasks requiring a working knowledge of Public Works Department functions, work processes and word processing and spreadsheet software programs.

Salary range: \$21.513 to \$28.307, hourly,
Depending on Qualifications

City of Carroll Employment Application is available at the Carroll City Hall or at www.cityofcarroll.com. Submit completed Application and supporting information to:

City of Carroll
Director of Public Works
627 N. Adams Street
Carroll, Iowa 51401-2344

Ph. (712) 792-1000

Open until filled
Application review begins: May 22, 2026

The City of Carroll is an equal opportunity employer.