



Motor Vehicle Clerk (Part-Time)

The City of Wells is accepting applications for a part-time Motor Vehicle Clerk.

General Duties: This office/clerical position provides customer service and performs administrative work involving motor vehicle services, driver's license, and DNR permit services; and performs related work as required. This position will be scheduled to work twenty-four (24) hours per week.

Hourly Pay Range: \$15.60 - \$22.29, DOQ.

Minimum Qualifications: Qualified candidates will have a high school diploma or GED certificate. Computer and general office experience is desired. Ability to receive Driver and Vehicle Services Title and Registration Certification is required.

Apply: Job application form can be found at www.cityofwells.net. All applications, resumes, cover letters and professional references can be emailed to City Administrator Connor LaPointe at clapointe@cityofwells.net or mailed/dropped off at City of Wells 125 S. Broadway Wells, MN 56097. This position will remain open until filled.