

**PART-TIME FILING CLERK
CITY CLERK/FINANCE OFFICE
CITY OF WATERLOO**

5-10 hours per week between the hours of 8 a.m.-5 p.m. M-F
\$9.00/hour

Duties include but are not limited to:

1. Sorting documents, matching them to a check copy (vendor name and amount) and stapling them together.
2. Filing sorted packets in alphabetical order.
3. Excel data entry if time allows.

Must be detail oriented and organized.

Please contact City of Waterloo Human Resources at 319-291-4303 or email cheryl.huddleston@waterloo-ia.org to obtain application form.