

EMPLOYMENT NOTICE

The Town of Iowa is seeking a full-time Administrative Assistant/Deputy Clerk. Applicant must possess computer knowledge, assist management and perform office tasks as requested, provide polite and professional assistance to staff and citizens of the Town of Iowa in person, phone, mail, and e-mail. Generally being a helpful and a positive presence in the workplace. Most importantly should have a genuine desire to meet the needs of others.

Qualification Requirements:

High School diploma or GED equivalent required
Knowledge of and experience with Microsoft Office
A multi-tasker
Verbal and communication skills
Preferred Experience in municipal government

More information and an application can be obtained from Iowa City Hall located at 115 North Thompson, Iowa Monday-Thursday from 7:30am until 4:30pm and Friday 7:00am – 12:00pm. Application can be downloaded from www.iowala.org and either mailed or submitted via email: townclerk@iowala.org. Applications will be accepted beginning February 9, 2026. EOE, Drug free workplace.