

City of Hoyt Lakes Administrative Clerk Position Opening

The City of Hoyt Lakes is accepting applications for the regular part-time position of Administrative Clerk with the City Clerk's Office. Position performs a wide variety of customer service, skilled clerical, technical and support work involving City operations.

Minimum qualification includes high school diploma or equivalent. Desirable qualifications include one year of clerical experience involving computers and record keeping, and experience in a municipal administration department. Must be able to pass a BCA background check. Starting pay is \$20.00 - \$25.00 per hour (depending on qualifications) and will be scheduled 15-20 hours a week.

For more information and to obtain an application packet, please contact the Office of the City Clerk, 206 Kennedy Memorial Drive, Hoyt Lakes, MN 55750, 218-225-2344, City Administrator Weiberg at info@hoytlakes.com, or visit the City website at www.hoytlakes.com. Applications are due by 11:30 am on Friday, January 30, 2026. Applications will not be accepted via fax.

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