CITY OF MAQUOKETA | SECRETARY

HELP WANTED

The City of Maquoketa has a full-time opening for a Secretary. Applicants must have a high school diploma or GED, good communication skills, good computer skills, work well with others and be able to balance cash received. Applicants must have knowledge of Microsoft Word and Excel. $19.43- $22.36 hourly. Initial pay scale based on qualifications. Applications and detailed job description can be obtained at City Hall, 201 E Pleasant Street, Maquoketa, IA 52060.

Applications must be returned to City Hall no later than 10:00 a.m. on

WEDNESDAY, DECEMBER 9, 2026

Equal Opportunity Employer.