



City of White Bear Lake

Employment Opportunity License Bureau Specialist – Part Time

The City of White Bear Lake is accepting applications for a Part-time License Bureau Specialist position in the Motor Vehicle Licensing Department. Hours: 1:00 - 5:00 pm, Monday-Friday.

Responsible for a variety of functions related to the processing of licenses and applications, which require attention to detail and accuracy. Assist and respond to customers in a patient, friendly and respectful manner. Ability to manage situations with customers in a fast-paced public work environment. Must be able to operate standard office equipment and a personal computer in an office setting. Multilingual candidates desired.

Starting Salary: \$28.59 per hour

A City of White Bear Lake on-line job application and job description can be obtained at <https://www.whitebearlake.org/jobs>.

Required documents: On-line City application, resume, and cover letter.

Qualified applicants should go to www.whitebearlake.org/jobs and submit an application, cover letter and resume. The deadline for submittals is Wednesday, April 24, 2024 at 4:00 PM.

Finalists will be invited to interview and those considered for hire will be asked to submit to a background investigation. Questions may be directed to Sandra Tauer, Human Resource Specialist at (651) 429-8504.

City of White Bear Lake
4701 Highway 61, White Bear Lake, MN 55110
www.whitebearlake.org
651-429-8526

The City of White Bear Lake is an Equal Opportunity Employer.

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