

The City of Elephant Butte is accepting applications for the position of Office Assistant, a full-time position.

This position is under the direct supervision of the City Manager, this position would be a general assistant for the city manager and city staff as assigned. The position would assist with general clerical and office work to include typing, filing, general office organization, disseminating information as needed, creating spreadsheets, and other duties as assigned.

Applications are available at the Elephant Butte City Hall, 103 Water Ave., Elephant Butte, NM 87935. This vacancy announcement will be posted until filled. The first round of interviews to be held for all applications received by January 8, 2025. Contact City Hall for additional questions (575) 744-4892.