

# JOB POSTINGS



**MONTGOMERY**  
*a city where families thrive*

## FULL-TIME POLICE OFFICER

The City of Montgomery, MN, is accepting applications for a full-time patrol officer. Minimum Qualifications: MN POST licensed or eligible to be licensed within 60 days of appointment; valid certification as a first responder; and a valid MN driver's license. Salary is \$29.59 per hour to start per union contract also a possibility of lateral transfer to new hires. The City of Montgomery also offers a very generous benefits plan.

**Application and job description are available on the City's website: [www.cityofmontgomerymn.com](http://www.cityofmontgomerymn.com).**

Submit a completed application to the City of Montgomery, 201 Ash Avenue SW, Montgomery, MN 56069.

**Deadline Wednesday, October 4, 2023- 4PM.**

Application may also be submitted via e-mail to [psoukup@cityofmontgomerymn.com](mailto:psoukup@cityofmontgomerymn.com). Questions call City Hall at 507-364-8888 or Montgomery Police at 507-364-8000.

*The City of Montgomery is an equal opportunity employer.*

## Graphic Arts Opportunity!

We have an immediate full-time opening for a fast and accurate graphic artist capable of producing eye-catching ads and newspaper pages in our publications and other printed materials.

Web and social media management a plus.

Experience with the Mac and good working knowledge of InDesign, Photoshop & Illustrator.

Experience or formal training a must.

*E-mail resume to Art at [awann@suelprinting.com](mailto:awann@suelprinting.com)*

## SUEL PRINTING COMPANY

200 Main St. E., New Prague

*Publishers of: The New Prague Times, Montgomery Messenger, LifeEnterprise, Waterville, and The EXTRA shopper*



**Michael Traxler**  
WEALTH MANAGEMENT, LLC

*Investments & Financial Planning Solutions*

## Full-Time Office Manager / Client Services In New Prague Office

### Job Responsibilities:

Meet and greet clients, answer phones, process investment account paperwork, process client service requests, follow up with clients, process money transfers, support the financial advisors, set appts, deal with office vendors, learn to efficiently operate company systems and processes.

### Job Requirements:

Experienced Administrator that can provide administrative and client support for the financial advisors. Good working IT knowledge in Word, Xcel, social media and other types of technology applications. Must feel comfortable around technology and changes in technology and be able to learn and operate in the various systems used in the office. Strong client service skills with amicable and helping personality. High ethical standards and discretion is required. Self-starter that can work in the details, finish tasks, and stay busy on their own. Problem solving and analytical skills. Some bookkeeping and investment experience a plus, but not required.

This is a long-term local career position. Salary will be commensurate with experience. Includes retirement plan and a potential bonus.

### Submit resume:

By email in Word or pdf to [mike@traxlerwealth.com](mailto:mike@traxlerwealth.com)  
Include cover letter. We encourage references.

*Or Mail to, or drop off at:*

Michael Traxler Wealth Management, LLC  
222 Main St E, PO Box 181, New Prague, MN 56071  
(952) 758-8060

*Securities and advisory services offered through Michael Traxler Wealth Management, LLC, an SEC Investment Advisor.*

## Part-Time Writer Opportunity



Montgomery Messenger/LifeEnterprise, Waterville is seeking a part-time (24-28 hours per week) writer with a semi-flexible schedule. We are looking for someone who enjoys interaction with others and is committed to quality community journalism. If you love writing, covering community events and the rural area, this may be the perfect job! The ideal candidate is someone who can engage readers, will uncover interesting stories, and can attend various events, including sporting events. Photography, reporting, and online posting is a must. A skill for time management, ability to work independently, and news writing style are also important. A college degree in communications, journalism or photography is desired but not required. Previously relatable experience will be considered. Recent college-grads encouraged to apply, as well as those living in the Montongery/Waterville area.

Submit resume and clips (writing and photography) to  
Dave Wann - [dwann@newpraguetimes.com](mailto:dwann@newpraguetimes.com)

**Montgomery Messenger**  
310 First St. S.  
Montgomery, MN 56069  
**507-364-5601**

**LifeEnterprise**  
115 Third St. S.  
Waterville, MN 56096  
**507-362-4495**