

www.yankton.net/classifieds

to place an ad call 605-665-7811

CITY OF YANKTON

SECRETARY

The City of Yankton is seeking qualified applicants for the

position of Secretary in the Department of Parks & Recreation.

This position performs a wide range of secretarial and clerical

duties including, but not limited to drafting correspondence;

compiles reports with accuracy and speed; establishing and

maintaining files; good written and verbal communication skills,

proofreading and grammar skills; word processing and

spreadsheet programs; answering telephones and providing

information; screening of incoming mail, visitors and telephone

calls; processing and tracking purchase orders; maintaining

cemetery records; and ability to work independently. This

This position is regular full-time and will be required to work

Sunday through Thursday, Preference will be given to

candidates with a High School diploma or G.E.D. and three

years of office administration experience. It will require

performance of job duties in a variety of settings within the

The starting salary for this position is \$28,745 annually, Range

Applications are available from the Human Resources Office at

416 Walnut Street, Yankton, SD 57078, by phone at (605)

668-5222, or on the City website www.cityofyankton.org.

Persons needing accommodation in order to apply for this

position should contact (605) 668-5222. Deadline for

New employees must meet pre-employment drug screen and

The City of Yankton is an equal opportunity provider and employer.

The Yankton Daily Press & Dakotan is

seeking an experienced graphic artist

Qualifications: Experience in graphic

design and knowledge of Adobe Acrobat,

Photoshop, Quark, Multi-Ad Creator Pro

and InDesign. Applicants should also be

detailed oriented and able to function

Full-time Monday-Friday. Medical, dental,

and vision insurance available. Paid time

off/vacation time available after 90 days

PRESS DAKOTAN

319 Walnut, Yankton, SD · www.yankton.net 605-665-7811 · 1-800-743-2968

Equal Opportunity Employer

send a cover letter and resume to:

Yankton Daily Press & Dakotan

well in fast-paced environment.

facility and travel to City Hall, Parks Shop, and Golf Course.

position involves considerable public contact.

25, plus fringe benefits.

physical requirements

application is January 10, 2012.

professional.

of service.

Kathy Larson

Interested applicants,

Composing Manager

319 Walnut Street

Yankton SD 57078

kathy.larson@yankton.net

fax 605-665-0288

toll free 800-743-2968

email classifieds@yankton.net

1605

1101 Announcements -**Events**

SAVE THE DATE! 2012 Yankton **Annual Citywide Rummage Sales** May 3, 4, 5, & 6 Watch vour Yankton Daily Press & Dakotan for details!



ries 60 @ 470hp. 13-speed. \$13,500/OBO. VanDerhule's (605)665-7413 days (605)660-7412 cell.

Four Wheel Drive 1215 1988 Ford F-150 4x4, ma-

roon runs great, some rust. new starter, 87,700 miles (605)660-5316.

ATVs 1255 New 2011 Artic Cat 4x4 350cc

ATV. Call (605)664-0490 1315 **Drivers**

Drive into 2012 with a well paid career. Local trucking school now open. 240 hour course. CDL prep. Come visit us. 904 W. 23rd, Suite 105. 866-308-7755

www.americantruckdrivingacademy.com <http://www.americantruckdrivingacademy.com>

DGI Supply is seeking an

On-Site Manager. Individual

must be motivated and able to

coordinate inventory manage-

ment, productivity and logis-

tics. The position requires

strong customer service and

organizational skills. Knowl-

edge of tool crib operations

and the concept of integrated

supply, cost savings and sup-

ply chain management is a

plus. The candidate must have

solid communication skills,

good computer skills and MRO

product knowledge. Experi-

ence with computer managed

inventory systems and report

generation systems are a plus.

Fax Resumes to 866.552.9293

*Waiter/waitresses, bartend-

ers, cook, and prep help for

kitchen. Apply in person with

Cristie at the Marketplace Cafe

in the Riverfront Events Cen-

ter, 3rd and Walnut. 8am-3pm.

Automotive Tech: Busy shop

has an opening for an honest

self-motivated mechanic. Great

earnings potential. No week-

Service Writer: Are you good

with people & have sales expe-

rience? WE WANT TO SEE

YOU. Looking for right person

for Service sales-will train. Pay

based on experience/produc-

tion. Call 605-665-9012 Fer-

Other Employment

Professional

Employment

1330

1335

1340

1335

Other Employment

Waste Connections of

Nebraska-Crofton is hiring

Refuse Route Drivers

If you want to work for a

STABLE company with great

PAY and BENEFITS come

Minimum Class B CDL

Would be willing to help get

CDL with the right person

Satisfactory driving record

Minimum of 2 years truck

driving experience

Apply online at

www.wasteconnections.com

Waste Connections, Inc. is

an Affirmative Action/Equal

Opportunity Employer

(M/F/D/V)

join our team:

Part-Time Part-time Openings for 2-Food Service workers in Mount Marty College Kitchen.

Hours for 1st position: Saturday 10:30am-6:30pm Tuesday-Friday 4:00pm-7:30pm

Hours for 2nd position: Sunday 10:30am-6:30pm Monday-Thursday 1:30pm-6:30pm.

Stop in Roncalli Room 203 for application or more informa-

Roadrunner Shell Convenient Store is looking for a clerk to work part-time weekends. Must be 21, apply in person 300 W. 23d St. Yankton.

1360 Income Opportunity

A local Professional Cleaning Service is for sale. Please email all inquiries to believerdream@hotmail.com.



1360 Income Opportunity

-NEWSPAPER DELIVERY-Yankton City Route

Available

Great Opportunity to **EARN EXTRA INCOME**

\$600 Per Month

Enjoy short early morning hours! Monday-Saturday

\$50 Sign On Bonus after 30 days

Must be over 18 with a valid driver's license, proof of insurance and reliable vehicle. Ability to work with ittle supervision and provide prompt, efficient service a

Circulation Department (605)665-7811 ext. 142

1435 Carpentry

Full-time Carpenter Available. No job too small! Free estimates. Lots of experience. Call Bob Edwards

For All of Your Carpentry

1455 Computer -Internet

Slow computers run like new. Repairs/Virus-removal. ast service, best rates. 16-years experience. Housecalls.

Call Clay (605)660-3582

at (605)665-8651.

Needs: Custom Built Windows, Siding, Garages, Additions, Patios and More. Call Andersh Carpentry at (605)661-1190.

Baylor Computer Services.

Nursing Positions Available

dig's Transmissions.

Charge Nurse Full-Time or Part-Time RN or LPN 12 hr. shifts Staff Development

Coordinator Part-Time position To include directing the in-service educational program and helping with new staff orientation.

Benefits Available for Part-Time and Full-Time positions.

Apply to: Menno-Olivet Care Center PO Box 487 Menno, SD 57045 or Call (605)-387-5139 M-OCC is an Equal Opportunity Provider and Employer

CITY OF YANKTON COMMUNICATION DISPATCHER

The City of Yankton is seeking qualified applicants for the position of Communication Dispatcher in the Yankton Police Department in order to form an eligibility for hire list.

This position is responsible for a wide variety of duties associated with providing the transfer of information regarding police, fire, sheriff, emergency services, and other radio communications. Multi-task duties include operation of the main radio console, monitoring burglar and fire alarms, operating various phone systems, operating computer terminals, and various office duties including typing, filing, issuing city licenses, maintaining radio logs, keeping records, and other

This position is regular full-time shift work (which includes holidays and weekends) and requires a high school diploma or GED and one year general clerical experience. Applicants must be at least 18 years of age. The annual salary for this position is Range 27, \$30,200 to \$38,233 annually, plus fringe benefits.

Applications may be requested from the Human Resources office at 416 Walnut Street, Yankton, SD 57078, by phone at 605/668-5222, or on the city website www.cityofyankton.org. Persons needing accommodation in order to apply for this position should contact 605/668-5222. Deadline for applications is January 18, 2012.

New employees must meet pre-employment physical and drug screen requirements.

The City of Yankton is an equal opportunity provider and employer.

2012 SUMMER SEASONAL OPENINGS The City of Yankton is currently accepting applications for Summer

Seasonal employees. The following positions are available for summer employment.

CITY OF YANKTON

POSITION ANNOUNCEMENT

DEPARTMENT OF PARKS AND RECREATION

Maintenance Workers

Cemetery#* Parks# Forestry Maintenance Worker# Auld-Brokaw Trail Maintenance# Track*# Fox Run Golf Course Grounds Crew# Golf Shop Staff*# Food & Beverage Personnel#+

<u>Instructors</u>

Colorguard Gymnastics Tennis# Youth Sport Inst. Day Camp Leader Cooking Special Needs

Swimming Pool

Summer Pool Manager*# Asst. Summer Pool Manager *# Learn to Swim Coordinator*# Instructors/Lifeguards (WSI/LGT) Lifeguards (LGT) Cashiers

Softball Umpires* Volleyball Referees*

Fabric Art or Sewing & Knitting Language Arts Instructor Youth Theater Instructors Wood Carving Clay Instructor

PUBLIC SERVICE DEPARTMENT Solid Waste Collectors*#

Engineering Aides*#

WATER & WASTEWATER UTILITIES

Maintenance Workers#

For information regarding requirements for these positions, call 668-5222.

All employees must be 16 years of age unless otherwise noted: at least 18 years of age to qualify for those positions marked with a \ast , 21 years of age to qualify for those positions marked with a +, and must possess a drivers license for those marked with a #.The starting and ending dates for these seasonal positions are negotiable. Applications for these positions are on the City's website, www.cityofyankton.org or may be requested from the Human Resources office, City Hall, 416 Walnut, PO Box 176, Yankton, SD 57078. Persons needing accommodation in order to apply for these positions should contact 668-5222. Preference will be given to applications received by March 30, 2012. Positions will also be filled as needed during the season from applications on file.



Home Federal Does CAREERS

Sales Associate Opening

Full Time Sales Associate Yankton Hy-Vee

Requirements: The flexibility to work, Monday -Friday at our Hy-Vee branch from 9:00 am - 7:00 pm. Saturday 9:00 am - 4:00 pm and Sunday 10:00 - 2:00 pm. 38-40 hours per week. Responsibilities include: Receiving and paying out monies, providing superior customer service and utilizing product knowledge to assist customers. Qualifications include 1-2 years customer service experience, high school graduate or equivalent, basic understanding of financial transactions and numerical calculations, strong communications skills, and the ability to relate well with customers and co-workers. Home Federal offers a competitive salary based upon experience, a team environment and the opportunity to work in a professional financial services company.

For more information or to be considered for this opportunity, please apply online at www.homefederal.com



Human Resources 225 S. Main Sioux Falls, SD 57104 Fax: 605.373.1333 www.homefederal.com EOE

Home Federal Bank

1455 Computer -Internet

MyComputerTec Repairs, upgrades, networking, websites and more. 22 years experience. House calls.

(605)660-0107 www.MyComputerTec.com

1530 Roofing - Siding

Corby Johnson Roofing & Construction. Free Estimates, work guaranteed, insured. (605)260-0694.

Rye Home Improvement **Dakota Gutter** Gutters, soffit, siding and roof ing. Call John (605)661-0068 (605)668-9312. Locally

Apartments For Rent

1 and 2-bedroom apartments for rent in Irene and Volin. Apartment Rentals. (605)263-3445.

1, 2 bedrooms in Yankton. Diversified Property Management. Rental assistance available. Rent based on income. Equal Opportunity Housing. 1(888)368-3330.

1-bedroom, C/A, utilities with satellite TV included, partially furnished, parking space included, no pets/smoking, 213 3rd, \$425/month. (605)665-4923/(605)665-2972.

2 bedroom apartment in nice historic downtown building. Available in February 1st. Central air, some utilities paid. \$375/month single \$425/month double. dryer. smoking/pets. Deposit/references required. Contact Leann at (605)665-5009 Monday-Friday 8am-5pm.

2-Bedroom all new kitchen, appliances, all utilities included. No pets/smoking. \$490 + deposit.

605)661-7190 (605)661-8714.

2-Bedroom apartment, formal dining room, large kitchen, ground floor, washer/dryer on-site, C/A, garage, no smoking/pets, \$575 month, plus electric and heat, 510 Walnut, Yankton (605)589-3609 or (605)464-1191

2-Bedroom Downtown Apartment. \$375 per month, plus deposit and utilities. No pets. (605)660-8700.

2-bedroom duplex, stove/refrigerator, AC, washer/dryer on off-street parking, \$475/month all utilities included. 601 1/2 Capital, Yankton. Call (605)589-3609 or (605)464-1191 for appoint-

AVAILABLE NOW Two bedroom apartments. HUD approved housing for low income families. Rent based on income. Close to shopping and schools. For visit, info and/or application call -605-660-8819 or toll free 1-877-521-8750 See Oakleafpm.com Re:Valley Park EHO.

2-bedroom apartment Between the 50's 8th & Dakota. Rent based on income. Equal Opportunity. (605)665-5909 or Skogen Company (605)263-3941.

Apartments: Boardwalk Available soon: 2-Bedroom and 1-Bedroom with garages, furnished/unfurnished. month-to-month or lease. Access to hot tub and workout center. No smoking/pets. (6 0 5) 6 6 5 - 9 9 3 9 (605)661-0517.

1700 Locust

1-bedroom for elderly or per-sons with disabilities. Ren based on income. Equal Hous-(605)664-8886 or Skoger Company (605)263-3941.

EVERGREEN LODGE

Very nice 2 bdrm Apartment Elderly/Disabled Preference. Rent based on income. Utilities incl. On site laundry, elevator. Call (605) 689-1006, (605) 660-4315

or 1-877-752-6262, ext. 836 To apply or schedule a showing. Equal Opportunity Housing

Deluxe 2-bedroom

Apartments For

ments with free Internet, water/garbage. Up and downstairs available. Beautiful Area. (605)661-3999.

For Rent Village Green Apartments

Yankton. 1 bedroom apartment available. Stove, refrigerator, utilities, furnished. based on income. (605)665-0063 1-800-225-0564, TDD# 1-800-622-1770. Equal Housing Opportunity.

Immediate Openings Colonial Square Apartments

Yankton. One and two bed-

room apartments available. Stove, refrigerator, utilities furnished. Rent based on income. Must meet income auidelines. Call 605)665-9876 TDD# -800-225-0564 1-800-622-1770. Equal Housing Opportunity.

Large 1-bedroom apartment in Gayville. Some utilities included. Laundry facilities, off-street parking. No pets, lease, deposit and references required. Larry's Rentals (605)664-9014 (605)661-0987 after 5pm.

1 & 2-bedrooms **Orchard Square** 418 W. 15th

\$440 and \$490. includes (605)665-6135 or utilities. Skogen Company (605)263-3941.

and 2-Bedrooms, Orchard Square Apartments, 418 W. 15th, for elderly or persons with disabilities. Rent based on income and includes utilities. Equal Housing Opportunity. (605)665-6135 or Skogen Company (605)263-3941.

1 and 2-bedroom apartments available in Wakonda Rent based on income, utility allowance, laundry facilities, Contact Oakleaf Property Management. Toll free at 1-877-521-8750.

1 and 2-bedroom apartments available in Scotland. Rent based on income, utility allowance, laundry facilities. Contact Oakleaf Property Management. Toll free at 1-877-521-8750.

1-Bedroom **Apartment** available at Town Square Apartments for seniors or ersons with a disability Paid Utilities. Friendly Community. Service Coordinator on site. We are pet friendly. Contact Jerrv (605)624-5218.

Sagewood Apartments: *2-bedroom available Pet and Smoke Free **Close to Mall and Hy-Vee

*Wireless Internet on Site Criminal background checl required. For more information or to view

open unit. Call 1(800)560-2518 petween 8am-5pm Monday nrough Friday. Small 1-bedroom Duplex, off-street parking.

heat/AC. Available immedi-

ately. No pets, lease, deposit and references required. Larry's Rentals (605)664-9014 or (605)661-0987 after 5pm. Small efficiency apartment

near library. Portion of rent can be exchanged for labor. References (605)665-0954. 1-bedroom apartment in Ta-

bor. Clean, cozy and a short commute to Yankton. Rent based on income. Egual Housing Opportunity. (605) 760-7413 or Skogen Company (605)263-3941.

Walnut Groove Apartments, 2-bedroom, nice, clean, quiet. Heat, water, sewer, garbage included. Washer and dryer on site. Lease/deposit/references. \$495/month. (605)661-7035, (605)660-2740.

Condos -

1610

Townhomes In Volin. Available now. 2-bedroom. New flooring. (605)661-8405

Call Classifieds 665-7811

Park 50 & River Heights Apartments

- 1, 2, 3 BR Units
- Heat/Cable Paid
- Laundry Super Location

On Site Manager

Off Street Parking

For your private showing – 665-1243

Sorry - No Pets