



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

ADMINISTRATION DEPARTMENT

420 NORTH POKEGAMA AVENUE, GRAND RAPIDS, MINNESOTA 55744-2662

March 8, 2023

Ms. Amanda Mitchell  
1031 Gary Street  
Calumet, MN 55716

Dear Amanda,

Please consider this letter as a conditional offer of employment for the position of Administrative Assistant for the City of Grand Rapids Police Department. Following is an outline of the terms and conditions of your pending employment. Your appointment to the position of Administrative Assistant will be presented to the City Council at the Council Meeting held on Monday, March 13, 2023, and will be subject to a background check, driver's license check, and pre-employment drug screening.

Should you accept this conditional offer, the starting date of your employment will be March 27, 2023, and your starting hourly salary will be \$22.11. The position of Administrative Assistant is part of our Clerical Bargaining Agreement, and a copy of this Agreement is attached to this letter.

- Please sign and return the Background Check Authorization and Authorization for Driver's License Check forms.
- You will need to stop by Northern Drug Screening located at 111 NE 10<sup>th</sup> Avenue in Grand Rapids, for a pre-employment drug screening. They are open Monday through Friday from 8:00 a.m. to 4:00 p.m. Please let them know you need a pre-employment drug screening for the City of Grand Rapids.
- I will be scheduling some time for a meeting with you to discuss your transition to the City and look forward to talking with you. Detailed information about your benefits and City policies are attached and additional information will be provided to you during this meeting.

age 2 of 2

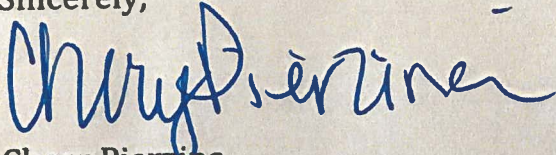
On behalf of the City of Grand Rapids, welcome and congratulations! We look forward to working with you.

If you have any questions, feel free to give me a call at (218) 326-7606 or (218) 256-8747.

Please sign below to indicate agreement with the terms and conditions of employment.

Amberla Mitchell 3-10-23  
Amberla Mitchell Date

Sincerely,



Chery Pierzina  
Human Resources Officer

cc: Personnel File  
Payroll