



Job Opening

Job Title: Admin/ Cash Receipt Clerk II

Pay Rate: Grade 3 (\$17.17/hr. - \$20.19/hr.)
Full-Time Position with Benefits

Department: Administration, City of Craig

Date Posted: November 24, 2021

Position Summary

The Receptionist/Cash Receipts Clerk II completes the necessary tasks relating to cash receipts and performs general office duties.

Duties & Responsibilities

- Receive and maintain accurate cash receipts records according to City procedures.
- Verify accuracy of Sales Tax Returns.
- Provide initial customer relations and present the city as a whole in a positive manner.
- Answer all telephone calls and direct to appropriate staff.
- Occasional filing, scheduling, ordering, and distributing mail.
- Provide assistance for City Treasurer, City Administrator, City Clerk and Planner.

Qualifications

- Must have high school diploma and one (1) year office experience.
- Must be prompt and courteous to all customers, have knowledge of office machines including fax, 10-key calculator, and computers.
- Must have basic computer and Microsoft Office skills.
- Must be detail-oriented, punctual, flexible, able to meet deadlines, and able to multi task.
- Must be able to pass drug test.

Hours of Work

Nominal work hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.
Occasional evenings and Saturday hours.

Applications

Complete job description and application are available at City Hall, 500 Third Street, or online at www.craigak.com. Please submit completed applications to hr@craigak.com, or drop off at City Hall. **Position open until filled.**

The City of Craig is an Equal Opportunity Employer

(907) 826-3275 • Fax (907)826-3278 • www.craigak.com • PO Box 725, Craig, Alaska 99921