



Job Opening

Job Title: City Clerk/Human Resources Clerk

Pay Rate: \$20.20/hr. - \$29.28/hr. (Grade 4-7)
Annual leave, holiday, and other benefits apply.

Department: Administration, City of Craig

Date Posted: March 11, 2022

NOTE: This is a permanent part time position 25-30 hours per week. The employee will work up to 40 hours per week for three months of training and the position may transition to a full-time permanent position if approved in the operating budget effective July 1, 2022.

Position Summary

Under direction of the City Administrator, the clerk plans, directs, manages, and oversees the functions, programs, and operations of the City Clerk's office and Human Resources for the City of Craig.

Duties & Responsibilities

- Preparation of city council agendas, minutes, and packets.
- Attendance at city council meetings,
- Maintenance of official municipal records and documents.
- Management and implementation of elections.
- Coordination of assigned activities with city departments and outside agencies.
- Employee records, benefits administration, payroll, personnel files, and other actions related to Human Resources
- Provide administrative support to the Mayor and City Administrator.

Qualifications

Education

- Must have high school diploma or GED.
- Postsecondary education preferred.

Certifications

- Valid Alaska State Driver's License within 30 days of hire.
- Must pass background investigation and pre-employment drug screening.
- Municipal clerk certification preferred.

- Knowledge of State and Local laws, records management systems and technology, city operations, parliamentary procedure and elections preferred but not required.

Work Experience

- Successful work experience in an office setting.
- Prefer local government experience as city clerk, human resources, municipal employee, elected official, or similar capacity.
- Prefer experience Microsoft Office suite, Outlook mail.

Position opened until filled. Initial review of applicants to occur March 21, 2022.

Applications

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

The City of Craig is an Equal Opportunity Employer