



Job Opening

Job Title: Admin Clerk

Pay Rate: \$17.90/hr. - \$24.21/hr. (Grade 3-4)
Full-Time Position with Benefits

Department: Administration, City of Craig

Date Posted: October 14, 2022

Position Summary

Under the direction of the Finance Director, the Admin Clerk 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 to 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 multitask.
- 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.

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

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