

December 12, 2019  
City of Unalakleet

**POSITION VACANCY  
PART-TIME DEPUTY CLERK**

DEPUTY CLERK: PART-TIME (TEMPORARY)

DEADLINE: Until Filled

SALARY: Depending on Experience/Minimum \$15.00 Per Hour

This position works under the direction of the City Manager and the City Clerk.

Responsibilities: General Filing, Limited Bookkeeping, Purchasing, Data Entry, Record Keeping and Interaction with Both Public and Employees.

- MUST HAVE HIGH SCHOOL DIPLOMA, GED, OR EQUIVALENT
- MUST BE 18 YEARS OF AGE OR OLDER
- MUST HAVE EXPERIENCE WITH COMPUTERS, TYPEWRITERS, COPIERS, FAX ETC
- MUST POSSESS EXCELLENT TELEPHONE ETIQUETTE AND VERBAL COMMUNICATION SKILLS
- QUICKBOOKS EXPERIENCE IS NOT REQUIRED, BUT WOULD BE HELPFUL
- MUST BE DEPENDABLE AND PUNCTUAL
- MUST BE A TEAM PLAYER WITH A POSITIVE PROBLEM-SOLVING ATTITUDE
- WILLING TO FILL-IN WHEN STAFF IS ABSENT FROM WORK
- OTHER DUTIES AS ASSIGNED

APPLICATIONS ARE AVAILABLE AT THE CITY OFFICE

\*\*\*If you have previously applied for this position, please call 624-3531 to re-instate your application and interview results.