



## **FULL TIME JOB OPENING**

**Job Title:** Administrative Clerk  
**Pay Rate:** \$18.62 - \$25.18/hr. Grade 3-4 (DOE) with full benefits  
**Department:** Administration, City of Craig  
**Date Revised:** June 17, 2024

### **Position Summary**

Full time position, Monday through Friday 8am – 5pm.  
Under the direction of the Finance Director, the Administrative Clerk completes the necessary tasks relating to cash receipts and performs general office duties.

### **Duties & Responsibilities**

Essential Duties and Responsibilities include but are not limited to:

- Receive and maintain accurate cash receipt 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.
- Processing and distributing mail.
- Filing sales tax return forms, and processing delinquent accounts according to City procedures.
- Processing deposits from all city departments including verifying deposit totals & entering cash receipts into the accounting software.
- Provide assistance to the Finance Director, City Administrator, City Clerk and Planner.
- All other general office duties as related and assigned.

### **Qualifications**

- Must have high school diploma and one (1) year office experience.
- Must be prompt and courteous to all staff & customers, have knowledge of office machines including fax, 10-key calculator, and computers.
- Must have basic computer and Microsoft Office skills.
- Detail-oriented, punctual, flexible, ability to multitask, ability to meet deadlines, accepting of newly assigned job duties.
- Must be able to pass a drug test.

### **Applications**

Complete job description and application are available at City Hall, 500 Third Street, or online at [www.craigak.com](http://www.craigak.com). Please submit completed applications to [hr@craigak.com](mailto: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](http://www.craigak.com) • PO Box 725, Craig, Alaska 99921