

CITY CLERK / ADMINISTRATIVE ASSISTANT

BBEDC / CITY OF TOGIAK SEASONAL EMPLOYMENT

QUALIFICATIONS:

- **BBEDC CDQ COMMUNITY RESIDENT**
- **MUST BE AT LEAST 18 YEARS OLD**
- **HIGH SCHOOL DIPLOMA OR EQUIVALENT**
- **ABLE TO WORK IN AN OFFICE ATMOSPHERE & WORK WITH CUSTOMERS IN A COURTEOUS MANNER**
- **BASIC OFFICE SKILLS KNOWLEDGE**
- **KNOWLEDGE OF MICROSOFT OFFICE PROGRAMS**
- **GOOD VERBAL, PHONE, AND WRITTEN COMMUNICATION SKILLS**
- **MUST BE PUNCTUAL AND DEPENDABLE**

DUTIES:

- **ANSWER PHONES AND GREET PUBLIC**
- **ATTEND ALL MEETINGS AND RECORD MEETING MINUTES**
- **ASSIST MAYOR AND THE CITY ADMINISTRATOR AS NEEDED**
- **FILE LETTERS AND DOCUMENTS ACCORDINGLY**
- **GENERATE AND SEND OUT INVOICES**
- **PREPARE BANK STATEMENTS**
- **RUN ERRANDS FOR STAFF MEMBERS**
- **POST NOTICES AROUND THE CITY OF TOGIAK**
- **OTHER DUTIES AS ASSIGNED**

COMPENSATION:

- **\$16.00 PER HOUR**
- **40 HOURS PER WEEK**
- **JULY - NOVEMBER 2021**
- **UP TO 16 WEEKS OF
EMPLOYMENT**

**BBEDC WILL BE
ACCEPTING
APPLICATIONS UNTIL
THE POSITION IS FILLED.**

**FOR MORE INFORMATION, CONTACT
BBEDC AT 1-888-478-4370**