

2019 Limited Hours Interim File Clerk

The City of Forks is accepting applications for a limited hours, interim file clerk to assist with the preparing of files and materials for archiving and long term storage. Position is limited in hours to at least two (2) hours a week and up to ten (10) hours a week for up to six months. Hours would be scheduled as need arises with Human Resources. Pay will be \$12.00/hour – no benefits. Applicants are required to pass a state criminal background check. Position requires ability to organize files and documents; utilize Microsoft Office programs; type; and, lift at least 20 lbs. Applicant must be at least 18 years of age. Application forms may be picked up at the Forks City Hall Water Department office or on-line at www.forkswashington.org Please return applications to Nerissa Davis, City of Forks, 500 East Division Street, Forks, WA 98331; or, drop them off at the Water Department at City Hall. Deadline for applications is 5 p.m., Tuesday, 28 May 2019.

Limited Hours Interim File Clerk

Minimum Qualifications:

- 18 Years of Age;
- Successfully complete a Washington State Patrol background check;
- Have or be eligible to obtain a Washington State Driver's License;
- Proficiency with Microsoft Office Word or Excel programs;
- Lift 20 lbs.;

Additional Expectations:

- Ability to organize complex materials in a manner that others can understand and utilize;
- Ability to understand project goals and directions without detailed instructions;
- Ability to work with limited oversight;
- Ability to schedule own work flow within a two to three period in consultation with Department Supervisors.