

JOB NOTICE

Temporary Administrative Assistant

THE CITY OF FORKS is accepting applications for the full-time position of **Temporary** (not to exceed 120 days) **Administrative Assistant**. This position is responsible for a wide range of administrative and office support activities to facilitate the efficient operation of the Water Department. Primary tasks and responsibilities include assisting the public, answering the phone, processing payments, and handling the mail.

Salary: \$15.74 per hour without benefits

Applications are available at the Water Department in City Hall (500 E Division St). The City of Forks is an Equal Opportunity Employer. Applications accepted until Monday, November 14, 2022 at 5:00 p.m.

Contact Nerissa Davis, Human Resources, 360-374-5412 x237 or nerissad@forkswashington.org for more information.