

Temporary Administrative Assistant/Cashier

Employment Status: Temporary; approximately 16–20 weeks, 30–40 hours per week

Salary Range: 4A–4D

Position Summary

Under the direction of the Clerk/Treasurer, this position performs responsible administrative, secretarial, clerical, customer service, and public relations duties. The role provides office support, prepares and proofreads documents, and assists City departments and officials with day-to-day operations and special projects. This position is expected to last up to 20 weeks and is not eligible for Washington State Retirement, medical insurance or other City benefits.

Essential Job Functions

- Provide administrative, secretarial, clerical, and public relations support to the Clerk/Treasurer on City matters.
- Support the water and building department with routine office activities.
- Prepare, type, and proofread letters, reports, memoranda, correspondence, agreements, contracts, and related documents.
- Assist the Mayor, Clerk/Treasurer, Utility Biller, and Public Works Director with special projects as assigned.
- Balance daily water receipts and prepare bank deposits.
- Process water payments and establish water service for new customers.
- Provide general front-counter assistance at City Hall, greet customers, answer telephone calls, and provide general or limited technical information.
- Take messages and direct callers to the appropriate person or department.
- Sort, deliver, and distribute mail to the appropriate person or department.
- Perform general office duties, including typing, filing, faxing, preparing purchase orders for signature, and taking messages.

Physical Demands

The physical demands described below are representative of those required to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Regularly walk, stand, stoop, climb stairs, and sit at a desk.
- Use close vision to perform job duties successfully.
- Occasionally exert force or lift up to 25 pounds.

Minimum Qualifications

- Valid Washington State driver's license.
- High school diploma or GED.
- Demonstrated computer proficiency, including Microsoft Word and Excel.
- Typing speed of at least 40 words per minute.
- Basic office skills and knowledge.