

JOB NOTICE
Forks City Hall
Temporary Administrative Assistant/Cashier

The City of Forks is accepting applications for a **Temporary Administrative Assistant** position lasting approximately 16–20 weeks at 30–40 hours per week. The position will provide administrative and office support to help the departments operate efficiently. Primary duties include assisting the public, processing payments, and answering phones.

Salary: \$19.93–\$24.60 per hour, depending on qualifications, with sick leave, L&I, and unemployment benefits.

Applications are available at the Water Department in City Hall and will be accepted until 5:00 p.m. on Friday, September 18, 2026. The City of Forks is an Equal Opportunity Employer.

For more information, contact Nerissa Davis in Human Resources at 360-374-5412, ext. 109, or nerissad@forkswashington.org.