



# CITY OF UNALAKLEET

P.O. Box 28  
Unalakleet, Alaska 99684  
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## JOB OPENING

**JOB TITLE:** Deputy City Clerk  
**REPORTS TO:** City Administrator  
**STATUS:** Hourly, Non-Exempt  
**WAGE:** DOE  
**OPEN:** July 27, 2023  
**CLOSES:** Until Filled

### POSITION OBJECTIVE

To Provide administrative support to the City Administration office and serve as City Clerk in the Clerk's absence.

### JOB SUMMARY

This employee works under the direction of the City Administrator and Administration staff. Duties include general filing, bookkeeping, purchasing, data entry, record keeping, and interaction with the public and employees. Responsible for taking customer payments and inquiries.

### QUALIFICATIONS

- Must be at least 18 years of age.
- High School Graduate or GED
- Must have experience with computers, typewriters, copiers, fax machines, etc.
- Must possess excellent telephone etiquette and written & verbal communication skills
- Quickbooks experience desired but not required
- Must be dependable and punctual
- Must work great as part of a team with a positive problem-solving attitude
- One year of clerical experience
- Must possess strong organizational skills

### DUTIES AND RESPONSIBILITIES

A copy of the full job description can be picked up at the city office or requested by email at [hr@unk.gov](mailto:hr@unk.gov).

### TO APPLY:

Applications can be picked up at the City office or on our website at [www.unk.gov/forms](http://www.unk.gov/forms).  
Submit application, resume, and cover letter to the office or email to [hr@unk.gov](mailto:hr@unk.gov).