



CITY OF UNALAKLEET

P.O. Box 28
Unalakleet, Alaska 99684
PH: (907) 624-3531
FAX: (907) 624-3130

JOB OPENING

JOB TITLE: City Clerk

REPORTS TO: City Administrator

STATUS: Hourly, Non-Exempt

WAGE: DOE

OPEN: December 27, 2023

CLOSES: Until Filled

POSITION OBJECTIVE

To provide administrative support to the City Administrator and City Council. Manage administration office operations.

JOB SUMMARY

This employee will attend to all city business by planning, reporting, and archiving records that document official activities. Administers municipal elections, documents, and reports city council meetings, manages city resolutions, ordinances, and proclamations. Manages administration office, including day-to-day operations, personnel actions, and scheduling. Will work with the various department heads and reports to the City Administrator.

QUALIFICATIONS

- Must be at least 18 years of age.
- High School Graduate or GED
- Current, valid Alaska Driver's License
- Three years of Experience demonstrating a Strong Administrative Aptitude preferred (Alternatively: Have a satisfactory combination of experience, education or training)
- General knowledge of office equipment and computers. Able to navigate online resources, develop electronic filing methods and readily access records both electronic and hard copy.
- Work experience in Rural Alaska preferred.
- MUST be able to work well with the public--including citizens, City officials, employees
- Ability to set goals and meet deadlines
- Must be able to identify and prioritize projects that need to be done to make the best use of time, resources, and deadlines.
- Must be able to think analytically to identify problems and plan solutions
- Able to set up daily, weekly, monthly, and yearly application checklists

- Must possess Strong Organizational Skills
- Strong Communication Skills, both written and verbal, are a must

DUTIES AND RESPONSIBILITIES

A copy of the full job description can be picked up at the city office or requested by email at admin@unk.gov

The City of Unalakleet is an At-Will EOE.

Submit application, resume, references, and cover letter to:

Address: City of Unalakleet,
P.O. Box 28
Unalakleet, Alaska 99684, or

Email: admin@unk.gov