

CITY OF SAND POINT
P.O. Box 249
Sand Point, Alaska 99661
907-383-2696

*****EMPLOYMENT OPPORTUNITY*****

JOB TITLE: Administrative Assistant

HOURS: 4 hours per day for about 3 months, beginning October 1, 2009.

RATE OF PAY: DOE

DUTIES: This Position Works Under the Supervision of the Finance Officer and City Clerk. Duties to include but not limited to: Collection of A/R, Filing, Word Processing, and General Office Duties as Assigned by the Finance Officer, Clerk and Administrative Assistant.

***APPLICATIONS ACCEPTED UNTIL September 23, 2009.**

To Apply or for More Information Please Contact the City Office at 383-2696.

The City of Sand Point is an Equal Opportunity Employer.
Women and Minorities are encouraged to apply.

The City of Sand Point is a drug free work place and the applicant must pass mandatory drug screening at the time of employment.

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POSTED: 09/09/09