



CITY OF CASTLE ROCK, WASHINGTON
Deputy Clerk I
Clerk-Treasurer Office

Who May Apply: Any Qualified Applicant
Employment Status: Non-exempt, Full-Time, Collective Bargaining Agreement
Salary Range: \$3374 – 3729 (DOQ)
Posting Opens: April 21, 2017
Posting Closes: May 12, 2017

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DEPARTMENT/OFFICE: This position is with the Clerk-Treasurer's office located at 141 'A' Street SW,
Castle Rock, WA 98611

POSITION SUMMARY: The Deputy Clerk I reports directly to the City Clerk-Treasurer and is responsible for providing support functions for the clerical and financial accounting duties within the Clerk-Treasurer's office. Functional areas include accounts payable, accounts receivable, maintenance of grant/loan files, transcription of meeting minutes, preparation of correspondence, preparation of cash reports, daily reconciliation of A/R, file and record management and retrieval, multi-line phones, assisting the public.

WHO MAY APPLY: Any qualified applicant who meets the minimum qualifications and can perform essential functions, with or without accommodations, and possesses the knowledge, skills and abilities as identified in the job description.

MINIMUM REQUIREMENTS (See Job Description for more information)

- High School diploma or General Educational Development (GED)
- College credits or degree in accounting or business management, or any combinations of accounting and business training and experience that provides the required and desired skills and knowledge of generally accepted accounting principles, or Washington State BARS principles and government business operations.
- Minimum of two years of increasingly responsible and varied secretarial, accounting and administrative employment experience within a municipal, banking or similar type business organization.
- Valid Washington Driver's License
- Must be bondable
- Ability to speak, read and write the English
- May be required to pass criminal background check

APPLICATION REQUIREMENTS:

- Completion of Employment Application. NOTE: All sections must be complete. "See Resume" is not acceptable. ▪
- Completion of Supplemental Questionnaire
- Authorization to Release Information
- Cover Letter and Resume
- A copy of the complete Job Description is posted on the city's website at www.ci.castle-rock.wa.us

SELECTION PROCESS:

- Completed applications will be reviewed and evaluated based on criteria required of the position.
- Select applicants will be requested to complete testing on 10-key calculator, computer skills, filing and cash handling
- Interviews will be conducted with the top four applicants
- Must be able to pass a pre-employment alcohol and drug test

HOW TO APPLY: Application packets are available at Worksource, 305 S. Pacific Ave., Suite A Kelso, WA or on their website at: www.worksourcewa.com

THE CITY OF CASTLE ROCK IS AN EQUAL OPPORTUNITY EMPLOYER.