



City of Castle Rock

141 A Street SW / PO Box 370
Castle Rock, WA 98611
(360) 274-8181

THE CITY OF CASTLE ROCK IS CURRENTLY ACCEPTING APPLICATIONS FOR: DEPUTY CLERK I

The City of Castle Rock is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position Summary: This position is shared between the Finance Department and the Public Works Department and is primarily responsible for providing support functions for both clerical and financial accounting duties within the Finance Office as well as providing a variety of professional administrative support duties for the Public Works Director to optimize workflow within both locations. This work schedule is M-Th, 7:00 AM – 5:30 PM. This position is part of a collective bargaining group.

Department/Office: This position reports to the Finance Department located at 141 A Street SW, Castle Rock, WA 98611, and the Public Works Department located at 360 A Street SW, Castle Rock, WA 98611. Schedule between locations is flexible.

Who may apply: Any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodation, and possesses the knowledge, skills and abilities as identified in the job description.

Application Requirements:

- Employment Application must be completed in full. "See Resume" is not acceptable.
- Supplemental Questionnaire must be completed in full.
- Authorization to Release Information
- Cover Letter and Resume

Salary/Benefits:

- 2024 Salary Range – \$4160-\$4599 per month, Step A – Step D.
- Longevity premiums
- 12 paid holidays
- 2 floating holidays
- 10 hours of sick leave accrued each month of completed service
- Vacation accrual is based upon longevity starting at 40 hours per year, maxing at 200 hours per year, with the ability to bank up to 280 hours.
- Medical/Dental/Vision/Life
- PERS Retirement (Public Employees Retirement System through WA State)
- Other voluntary benefits, such as supplemental retirement, additional life insurance, etc.

To Apply: Application packets are available at Castle Rock City Hall, Finance Office, 141 A Street SW, Castle Rock, WA 98611, during business hours, or online at www.ci.castle-rock.wa.us/jobs.htm.

Deadline to Apply: May 15, 2024 – completed application packets must be received no later than 5:00 PM.