



# 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 aids the public, city staff and others, as needed, and has both assigned and independent duties. The Deputy Clerk I prepares accounts payable vouchers, processes utility payments, prepares accounts receivable statements, maintains grant and loan files, prepares transcription of city council minutes, prepares cash reports, bank reconciliations, daily reconciliation of credit card payments and cash drawer, maintains files for records management and retrieval, and maintains supplies. The Deputy Clerk I performs duties as the office receptionist responsible for answering a multi-line telephone and assisting the public with questions. 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.

**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.
- Cover Letter and Resume

### Salary/Benefits:

- 2026 Salary Range – \$4,409 - \$4,874 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](http://www.ci.castle-rock.wa.us/jobs.htm).

**Deadline to Apply:** Position open until filled. Applications received by 5:00 PM on April 30, 2026 will be included in the first review.