



# City of Seldovia

P.O. Drawer B, Seldovia, Alaska 99663  
Phone: (907) 234-7643, Fax: (907) 234-7430  
Email: info@cityofseldovia.com

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## POSITION OPENING

### ADMINISTRATIVE ASSISTANT

**Seasonal/Part-time:** Up to 20 hours per week  
**Pay:** \$12.00 - \$14.50 DOE  
**Reports to City Manager**

**Apply to:** City of Seldovia  
P.O. Box B  
Seldovia, AK 99663

**Call 234-7643 for further information.**  
**Pick up a city application between 9am and 5pm M-F.**

**Application Deadline: Open Until Filled**

#### **Duties:**

- Answer and screen calls.
- Make appointments and introduce callers.
- Provide customer service to persons making inquiries.
- Collect and write receipts for payments.
- Assist the City Treasurer, City Clerk and City Manager as requested with research, filing and documents.
- Assist the Alaska Marine Highway System issuing ferry tickets as needed.
- Other duties as assigned by the City Manager.

#### **Required Qualifications:**

- High School Diploma or equivalent.
- Familiarity with office machines and computers
- Possession of an Alaska Driver's license.
- Must pass background screening check.

#### **Preferred Qualifications:**

- Previous office experience
- Experience with MS Word, QuickBooks and Excel.
- Organizational skills