

**City of Sand Point**

P.O. Box 249  
Sand Point, Alaska 99661  
907-383-2696

**\*\*\*EMPLOYMENT OPPORTUNITY \*\*\***

The City of Sand Point is Accepting Applications for the Following  
**Temporary/ Part- Time Position:**

POSITION: **Administrative Assistant**

HOURS: 4 hours per day for approximately 3 months

SALARY: \$14.97/hr. (Range 16, Step A)

GENERAL POSITION SUMMARY OR RESPONSIBILITIES:

**DUTIES:**

This Position works under the supervision of the Finance Officer and City Clerk. Duties include but are not limited to: Filing, Word Processing, and General Office Duties as Assigned by the City office staff.

**QUALIFICATIONS:**

- High school diploma or equivalent. (18 years or older)
- Computer skills with recent knowledge of Microsoft Word and Excel.
- Interpersonal skills using tact, patience and courtesy.
- Ability to lift up to 50 lbs.

**This position is open until filled.**

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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