



CITY OF DAYTON

INVITES APPLICATIONS FOR CLERICAL ASSISTANT

Regular/Full-time: (32 hours per week)

Starting Wage: \$13.85 – \$16.62 per hour

(Dependent upon knowledge & abilities) with benefit package

CLOSING DATE: December 14, 2016, 3:30 p.m.

(The deadline may be extended if a candidate is not selected.)

THE POSITION

The Clerical Assistant provides, under the direction of the City Clerk-Treasurer or assigned supervisor, a variety of clerical support duties of above-average difficulty specific to municipal government; and, manages large amounts of customer oriented services.

MINIMUM QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities to perform clerical assistant duties is qualifying, including, but not limited to:

- Graduation from high school or GED equivalent, supplemented by specialized training and/or college level coursework in general office practices or other related field is preferred;
- Two years of experience involving a high level of public contact including experience dealing with the public in a tactful and professional manner;
- Valid driver's license.

The City of Dayton is an Equal Opportunity Employer and a Drug & Violence Free Workplace. This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or

EXAMINATION PROCESS

Application Review

Applicants must submit a completed City of Dayton employment application to 111 S. 1st Street, Dayton, WA 9932 not later than December 14, 2016 at 3:30 p.m. Emailed or faxed applications will not be accepted. A cover letter and resume shall be submitted with a completed application.

Evaluations and Interviews

Applications will be evaluated to determine the most appropriately qualified candidates. Those candidates will be invited to participate in an oral interview. The purpose of the interview is to evaluate job related knowledge, and abilities.

Final Selections

Successful applicant(s) will be the person(s) who has scored the highest in the interview process.

TO APPLY

A cover letter and resume shall be submitted with a completed City of Dayton application.

Applications are at Dayton City Hall, 111 S. 1st Street, Dayton, WA, 509.382.2361. You may obtain an electronic version at <http://www.daytonwa.com/inside-city-hall/city-clerk/employment-opportunities> or by emailing info@daytonwa.com and requesting a City of Dayton Application for the Clerical Assistant position.

TENTATIVE SCHEDULE

The following schedule is a guideline only. Dates may be subject to change:

11/23/2016	Begin advertising position
12/14/2016	December 14, 2016 (3:30 p.m.)
12/15 -12/19/2016	Review applications
12/21-12/22/2016	Interviews scheduled
01/3/2016 (not later than)	Make *conditional offer of employment

*Conditional upon successful completion of reference and background checks.