

**City of Cannon Beach**  
Position Opening  
**Administrative Specialist**

The City of Cannon Beach is seeking qualified applicants for the full-time position of Administrative Specialist. This is a regular, full time position working M-F. Salary range is \$22.38 - \$28.57/hr plus excellent benefit package. Must have high school diploma/GED; experience with office procedures, equipment and computer software. Candidate must possess strong customer service skills and be able to become a notary of public. This position serves as Municipal Court Clerk and Cashier/Receptionist in the Finance Department.

Download an application form and job description from our website: [www.ci.cannon-beach.or.us/jobs](http://www.ci.cannon-beach.or.us/jobs) Send application, cover letter and resume to Ron Logan, [logan@ci.cannon-beach.or.us](mailto:logan@ci.cannon-beach.or.us) or PO Box 368, Cannon Beach, OR 97110.

Open until filled. Cannon Beach is an EEO.