

City of Cannon Beach
Position Opening
Administrative Assistant

The City of Cannon Beach is seeking qualified applicants for the full-time position of Administrative Assistant. This is a regular, full time position working M-F. Salary range is \$22.76 - \$29.04/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 the Utility Billing and Accounts Payable Clerk in the Finance Department.

Download an application form and job description from our website: www.ci.cannon-beach.or.us/jobs Send application, cover letter and resume to Laurie Sawrey, sawrey@ci.cannon-beach.or.us or PO Box 368, Cannon Beach, OR 97110.

Open until filled. Cannon Beach is an EEO.