

Administrative Assistant – City Manager’s Office

The City of Chehalis is looking for an individual to fill the position of **Administrative Assistant to the City Manager**.

The Administrative Assistant acts as Assistant to the City Manager and is responsible for a variety of administrative and analytical duties in support of city operations. The Administrative Assistant functions as the initial point of contact for the City Manager, provides administrative support to the City Clerk and Human Resources/Risk Manager, as well as assists customers with information and services. This position requires a high degree of discretion and confidentiality at all times.

This is a regular, full-time position with a current wage range of \$3,103 to \$3,771 per month, depending upon qualifications. Benefits include membership in the Washington State PERS retirement system, employee and family medical and dental insurance and generous vacation and sick leave accrual.

Required qualifications for this position include:

- Graduation from an accredited high school or GED equivalent.
- College level course work in accounting, business administration, finance, marketing/tourism or closely related field.
- Four years of progressively responsible experience in office and administrative work.
- Must have a valid Washington State Drivers License with good driving record.

Please review the position description for a detailed description of duties and requirements.

**All qualified candidates are strongly encouraged to apply by
Monday, October 17, 2016
(applications will be accepted until the position is filled)**

To apply for this position, please submit all of the following:

- Cover letter
- Resume
- City of Chehalis Application Form

Submit application materials to:

Judy Schave, Human Resources/Risk Manager
City of Chehalis
350 N Market Blvd., Rm. 101
Chehalis, WA 98532

Please contact Judy Schave at (360) 345-3225 or jschave@ci.chehalis.wa.us if you have questions.

The City of Chehalis is an Equal Opportunity Employer