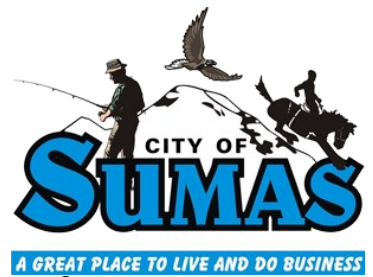


Employment Opportunity



Clerical Assistant—Part Time

Please see the City's website for full job descriptions: www.cityofsumas.com

The City of Sumas is seeking a part time clerical assistant to provide customer service and clerical support to all departments.

Qualifications:

- Pass a background check.
- Maintain a level of physical and mental fitness necessary to perform the essential functions of the position.
- Have a valid Washington State driver's license, OR must be able to provide own transportation to and from job, meetings, and related job sites.
- Be legally able to work in the United States.
- High School degree or equivalent is required.
- Two (2) years' experience working with financial database software.

Work Schedule: This position works a 20-hour workweek (Monday-Friday), with some opportunity for more hours to cover vacations and/or absences as needed. Must be flexible.

Salary Range: \$21.34—\$25.94 DOE

Submit your letter of interest, resume, and application to mquinn@cityofsumas.com.

First review will be May 26, 2023. Position will remain open until filled.

The City of Sumas is an equal opportunity employer. All employees and potential employees will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated, without regard to sex, race, religion, marital status, military or honorably discharged veteran status, age, national origin, sexual orientation, gender identity, color, creed, ancestry, disability, genetic information or any other basis prohibited by law.