

CITY AND BOROUGH OF WRANGELL

JOB ADVERTISEMENT

Temporary Administrative Assistant

Public Works Department

The City and Borough of Wrangell Public Works Department will accept applications for the position of Temporary Administrative Assistant from December 27th, 2016 through January 13th, 2017.

This position is for an immediate temporary 20-hour per week hire, with work lasting approximately two months. Applicant will perform administrative and office support activities for the Public Works Department. Duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets, and filing. Extensive software skills, internet research abilities and strong communication skills are required.

A job application may be obtained and returned to City Hall, 205 Brueger Street (P.O. Box 531), Wrangell, AK 99929. Rate of pay depends on experience.

The City and Borough of Wrangell is an Equal Employment Opportunity Employer.

Jeff Jabusch
Borough Manager

KSTK Please announce December 27, 2016 – January 13, 2017

SENTINEL Please publish December 29, 2016, January 5th and 12th, 2017

Posted @ all City Departments 12/27/2016