

City of Granger Job Announcement

Position: Deputy City Clerk

Employment Type: Full Time Position

Salary and Benefits: Starting Monthly Salary \$ 4,003.20 Top Monthly Salary \$ 5404.80

Plus medical, vision, and dental; vacation and sick leave

Union: This is a Teamsters union position

Bondable: Yes, must be bondable

The Deputy City Clerk reports to the City Clerk/Treasurer

The City of Granger is looking for a full time Deputy Clerk. Candidates must meet the required qualifications for the position, in order to be considered. In addition, the interested person MUST submit a completed employment application, resume, letter of interest (that covers all topics under “what we are looking for” in this announcement), signed background check waiver, and provide a copy of any required certifications.

Interested individuals can pick up the application, job description, and list of duties and responsibilities at Granger City Hall.

Application open period will be until position is filled. First review of applications will be October 14, 2022. Incomplete applications will not be accepted. Any questions, please call Granger City Hall at 509-854-1725.

Qualifications Required:

- Ability to read, write, and speak English
- High School Diploma or GED
- Valid Washington State Driver’s license or able to obtain a Washington Driver’s license within 6 months of employment
- No integrity issues in background
- Must have at least 3 years of increasingly responsible related experience, or any equivalent combination of education and progressively responsible experience; with additional work experience substituting for the required education.
- Ability to obtain necessary certifications, required to do the job, within 1 year of hire date
- Advanced level skills using Word, Excel, Outlook, and other programs related to the job
- Must have experience in finances, accounting practices, budgeting and related financial transactions
- Ability to perform job tasks with minimum supervision, displaying initiative and sound judgement.
- Ability to communicate effectively verbally and in writing

- Ability to perform arithmetic computations accurately and quickly
- Ability to accurately record and maintain records

(**See Job Description for additional requirements**)

Desired Qualifications:

- Bachelor's degree in public administration, business administration, government, or other related field
- Previous work experience as City Clerk
- Experience working with City Council Members
- Experience leading a team
- Experience with payroll, accounts payable, accounts receivable
- Ability to Multitask in a fast-paced environment

What we are looking for:

- Strong problem solving skills
- Ability to resolve conflict in a most diplomatic manner
- Experience and knowledge in finance and accounting
- Knowledge and experience in Human Resources
- Knowledge and experience in planning and community development
- Knowledge and experience in purchasing
- Knowledge and experience with municipal utilities (process, billing, etc)

The City of Granger is an equal opportunity employer, woman, minorities, and individuals with disabilities are strongly encouraged to apply.