



City of Pelican

BOX 737 - PELICAN, ALASKA 99832 - PHONE: 735-2202/2203 - FAX: 735-2258 - EMAIL: cityhall@pelicancity.org - WEBSITE: www.pelican.net

EQUAL OPPORTUNITY EMPLOYER

JOB OPENING OPEN UNTIL FILLED

City Clerk

Wage: DOE

Hours: Full Time, 40 hours per week

Location: Pelican City Hall, must be on- site

Duties Include, but are not limited to the following:

- Attend and compose meetings, record and certify all actions of the council
- Arrange publications of notices, ordinances, and resolutions
- Be the city election registrar and be responsible for the calling and supervision of city elections

FOR A FULL LIST OF DUTIES AND RESPONSIBILITIES, PLEASE REQUEST A FULL JOB DESCRIPTION FROM CITY HALL

Requirements:

18 years of age, High School Diploma or GED

Government experience preferred, but not required

Dependable and able to work as part of a team

Knowledge of Microsoft Word, Excel, QuickBooks, and other computer skills

Ability to multi-task and prioritize projects

Send resume and cover letter to cityhall@pelicancity.org, or mail to P.O Box 737 Pelican, Alaska 99832. For additional information call city hall at 907-735-2202.