



SOLDOTNA

CITY OF SOLDOTNA  
EMPLOYMENT OPPORTUNITY

**City Clerk**  
**Salary DOE**  
**\$88,566.40-\$114,504.00**  
**Exempt**

The City of Soldotna is recruiting for a regular full-time City Clerk. This position is at will and serves at the pleasure of the City Council. Under the general supervision of the City Council areas of responsibility include administration of legislative functions, elections, appeals and records management. Pre-employment background check is required.

Review the complete job description on the City's website at [www.soldotna.org/jobs](http://www.soldotna.org/jobs). Submit City application, resume, and cover letter by email to the Human Resources Manager at [hr@soldotna.org](mailto:hr@soldotna.org), fax 866-595-3359, or in person at 177 N. Birch Street, Soldotna, AK, 99669. This position is open until filled with a first review on November 19, 2021. The City of Soldotna is an EEO employer.