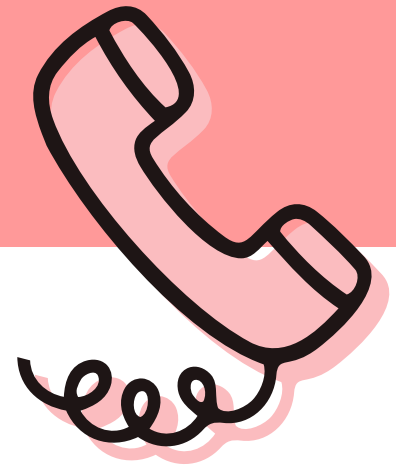


DEPUTY CLERK

BBEDC / CITY OF ALEKNAGIK
SEASONAL EMPLOYMENT



QUALIFICATIONS:

- BBEDC CDQ COMMUNITY RESIDENT
- MUST BE 18 OR OLDER
- HIGH SCHOOL DIPLOMA OR GED REQUIRED
- WILLING TO LEARN OR ABLE TO OPERATE OFFICE MACHINES AND OFFICE SOFTWARE
- ABLE TO READ AND WRITE THE ENGLISH LANGUAGE
- MUST BE ABLE TO WORK WELL WITH OTHERS AND HAVE EFFECTIVE COMMUNICATION SKILLS
- BASIC MATHEMATIC SKILLS
- MUST BE ABLE TO WORK ALONE, WITH OR WITHOUT SUPERVISION

DUTIES:

- ASSIST IN PREPARING CITY COUNCIL MEETING AGENDA AS INSTRUCTED BY THE SUPERVISOR
- ASSIST IN POSTING PUBLIC NOTICE OF CITY COUNCIL MEETINGS AS REQUIRED BY ORDINANCE
- ASSIST BY TYPING THE MINUTES OF THE MEETING AND PREPARING MEETING MINUTES FOR THE CITY COUNCIL APPROVAL
- SERVE IN ABSENCE OF CITY CLERK AS THE CUSTODIAN OF THE CITY OF ALEKNAGIK SEAL, THE OFFICIAL RECORDS OF THE CITY, ATTESTING DEEDS, ORDINANCES, RESOLUTIONS, AND OTHER CITY DOCUMENTS
- ASSIST IN MAINTAINING THE CITY RECORD KEEPING SYSTEM INCLUDING MAKING AVAILABLE FOR PUBLIC INSPECTION CITY ORDINANCE, RESOLUTIONS, RULES, REGULATIONS, AND CODES
- ASSIST IN HANDLING CITY CORRESPONDENCE AS DELEGATED BY SUPERVISOR AND/OR MAYOR
- ASSIST WITH ORDERING OFFICE SUPPLIES
- OTHER DUTIES AS ASSIGNED

COMPENSATION:

- \$22.33 PER HOUR
- 30 HOURS PER WEEK
- MAY - AUGUST 2026
- UP TO 16 WEEKS OF EMPLOYMENT

**BBEDC WILL BE ACCEPTING
APPLICATIONS UNTIL THE
POSITION IS FILLED.**

**FOR AN APPLICATION OF MORE
INFORMATION, CONTACT BBEDC
AT 1-800-478-4370**