

CITY CLERK

**BBEDC / CITY OF EKWOK
SEASONAL EMPLOYMENT**

QUALIFICATIONS:

- **BBEDC CDQ COMMUNITY RESIDENT**
- **MUST BE 18 OR OLDER**
- **HIGH SCHOOL DIPLOMA OR GED REQUIRED**
- **MUST HAVE VALID ALASKA DRIVER'S LICENSE**
- **ABLE TO WORK AND CARRY OUT DUTIES WITH MINIMAL SUPERVISION**
- **MUST HAVE GOOD ORGANIZATIONAL AND TIME MANAGEMENT SKILLS**
- **ABLE TO READ AND FOLLOW INSTRUCTIONS FROM MANUALS**
- **ABLE TO IDENTIFY AND ORDER PARTS, MATERIALS, AND SUPPLIES**
- **MUST BE ABLE TO LIFT UP TO 50LBS**
- **ABLE TO WORK IN EXTREME WEATHER CONDITIONS**

DUTIES:

- **ANSWER TELEPHONE AND TAKE MESSAGES**
- **RECORD THE DAILY METER READINGS**
- **TAKE PAYMENTS FOR FUEL SALES**
- **WRITE FUEL INVOICES**
- **RECORD DAILY FUEL SALES ON EXCEL**
- **OTHER DUTIES AS ASSIGNED**

COMPENSATION:

- **\$25.00 PER HOUR**
- **40 HOURS PER WEEK WITH OVERTIME**
- **JUNE - SEPTEMBER 2026**
- **UP TO 16 WEEKS OF EMPLOYMENT**

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

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

