



**CITY OF SAND POINT**  
P.O. BOX 249 Sand Point, Alaska 99661  
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www.sandpointak.org

# **EMPLOYMENT OPPORTUNITY**

**POSITION:** Office Assistant  
**STATUS:** Temporary  
**SALARY:** \$18.96/hr.

## **GENERAL POSITION SUMMARY AND RESPONSIBILITIES**

This position is under the direction of the Harbor Master to provide office support before and during the summer season. This position may work up to 40 hours per week, as needed.

Duties May Include:

- Updating/managing records and files
- Creating documents
- Providing courteous phone support
- Picking up packages
- Processing credit card payments
- Other duties as assigned.

## **REQUIRED KNOWLEDGE, SKILLS AND QUALIFICATIONS**

- Communication skills.
- Office operations and computer skills.
- Must be at least 18 years of age.
- Driver's License required.

**Application Closing Date:** Open Until Filled  
**Submit application to:** City of Sand Point Office

**An application is available at the City Office or can be requested by e-mail to [sptcity@arctic.net](mailto:sptcity@arctic.net).**

The City of Sand Point is an Equal Opportunity Employer.  
Drug testing is required for employment.

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