**City of Kelso Employment Opportunity**

**Department Assistant - Pwks**(Salary: $3,074 - $3,843 per month)
Full-time/FLSA Non-Exempt/ASFCME Union represented

Application Deadline: (1st review) September 5, 2014 5:00pm (open until filled)

The City of Kelso is seeking qualified, highly-motivated candidates for the position of Department Assistant in our Public Works division. Under general supervision of the Public Works Superintendent, performs administrative and clerical duties to the overall effectiveness of the Public Works Department. Also provides administrative support to the Street/Drainage Supervisor, Facility Maintenance, Water Plant Supervisor, and the Water/Sewer Supervisor. Subject to work after hours and weekends as required. This position requires frequent contact in person and by telephone and a close working relationship with the department heads and associates. The position incumbent works primarily in an office environment characterized by frequent deadlines and constant interruptions but may be required to work in the field occasionally. Must be able to multi-task. Movement within and without the office is essential.

Requires a high school diploma or GED from an accredited school. Graduation from a community college or vocational school preferred. Two years experience in a secretarial or office clerical position. Must be able to demonstrate attainment of the necessary Knowledge, Skills, and Abilities provided within the job description.

Candidates should be able to communicate effectively both orally and in writing, demonstrate general proficiency in the operation of office computer software, and gather and interpret data for professional reports. Strong organizational skills and customer service values are required.

Application packets and a complete job description can be obtained through Patty Murray at (360) 577-3347 or at the City’s website: <http://www.kelso.gov/departments-services/employment-opportunities>.

Please submit a signed application, resume, and cover letter to Patty Murray, City of Kelso, P.O. Box 819, Kelso, WA 98626 or email to employment@kelso.gov by September 5, 2014.

Kelso is an Equal Opportunity Employer.