



## City of White Salmon Office of City Hall

### **JOB OPENING**

Full Time Police Clerk/Finance Clerk

The City of White Salmon has an immediate opening for a position of Police Clerk/Finance Clerk. The selected candidate will be responsible for providing administrative support to the Police Office Manager and clerical support to the City Clerk which may include accounts payable, accounts receivable, public disclosure, records management, processing evidence and the ability to maintain and exercise a high level of confidentiality. Daily work will involve sitting for long periods of time. The selected candidate must have the ability to use a computer, learn the accounting software BIAS, pay attention to detail. The full job description can be found on the city's website [www.white-salmon.net](http://www.white-salmon.net) or can be picked up at City Hall 100 N. Main.

This is a full-time, union position requiring a minimum of 40 hours per week. Hourly rate for this position is \$24.61 to \$32.12 per hour depending on qualifications.

Successful candidates are those who have initiative and seek to thrive in an environment of operational excellence and accountability. We offer excellent benefits including: medical (*employee 100% -dependents 80% covered*), dental, vision, life insurance, Washington State PERS retirement.

Please submit cover letter, application and resume to Jan Brending, Clerk Treasurer, City Hall 100 N. Main or PO Box 2139, White Salmon, WA 98672 or by email [janb@ci.white-salmon.wa.us](mailto:janb@ci.white-salmon.wa.us). The position is open until filled. First review will occur on February 22, 2022.

**PO Box 2139  
142 E. Jewett Blvd.  
White Salmon, WA 98672**

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Fax: (509) 493-1231  
Web Site: [white-salmon.net](http://white-salmon.net)**