

The City of Alturas is currently accepting applications for the following position:

Administrative Assistant to the City Treasurer

$\frac{3}{4}$ to Full Time

Minimum Qualifications: Must have prior office experience including customer service, record keeping, data entry, and Microsoft Office. Applicant must have knowledge of basic accounting and basic ledger account reconciliation. Organization and attention to detail are major points of this position as well as being able to multi-task. Salary starts at \$35,577; benefits include medical, dental, vision, and GAP coverage, CalPERS Retirement, and 13 paid holidays.

Applications are available at City Hall in the Clerk/Treasurer's Office or online at www.cityofalturas.us.

All applications must be submitted by 5:00pm on May 22, 2019 to City Hall.

For any further inquiries, contact City Treasurer Dorothy Long at 530-233-2512 or dlong@cityofalturas.us.

City of Alturas is an Equal Opportunity Employer.