



The City of Moxee is currently accepting applications for:

Part-Time Office Clerk

\$18.50-\$22.00/hr

Plus paid sick leave

The Part Time Office Clerk will be responsible for performing routine office and accounting support activities such as answering phones and processing utility payments. This positions main responsibility is providing excellent customer service both on the phone and in person.

Applicants must possess a High School diploma or equivalent, a high level of professionalism, excellent written and verbal communication skills, a high capacity for organization and attention to detail, along with intermediate experience using Microsoft Office, such as Word, Excel, and Outlook.

Applications and Resumes must be submitted to Moxee City Hall by Friday January 27, 2023 to be considered.

Application documents must be submitted to:

moxeecityhall@co.yakima.wa.us or

**Moxee City Hall
PO Box 249
255 W. Seattle Avenue
Moxee, WA 98936**

Complete applications are being accepted until **January 27, 2023**.

The City of Moxee is an Equal Opportunity Employer