



**City of Woodland  
Administrative Clerk II**

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The City of Woodland, Washington is seeking well qualified candidates for Administrative Clerk II in the Clerk-Treasurer’s Office.

**Salary range:** \$4,044 to \$4,569 depending on experience and/or qualifications

**Schedule:** This position is an in office only position, with approximately 40 hours a week. This is an union represented position.

**Benefits:** Paid Sick Time, Paid Vacation, Paid Holidays, Medical, Dental, Vision, Life Insurance, Employee Assistance Program, and Washington State PERS Pension Program.

**Nature of job:**

Under the general direction of the Deputy-Clerk Treasurer, this clerk is responsible for duties related to greeting the public by telephone and in person and to display a high degree of professionalism. Process accounts receivables for utilities, building permits and other various payments. Performs a variety of responsible and proficient administrative duties, regularly and independently, which require a broad scope of knowledge and clerical practices and procedures including use of the latest technology.

A detailed job description and application may be obtained on the city website [www.ci.woodland.wa.us](http://www.ci.woodland.wa.us) . This position will remain open until filled. First review date: Monday, May 27, 2024.

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**Publish:**

The Reflector – Wednesday, May 15, 2024

City website

Posted – City Hall, Police Station, Post Office

For City use only:

(This position is opened concurrently for regular city employees and outside candidates.)