

Administrative Assistant/Deputy Court Clerk • City of Craig. Fulltime position with exc. benefits. **\$39,343/yr.–\$56,555/yr.** This position assists the Building Department, Court Administrator and other departments. H. S. Grad/GED. Associate degree in office administration or equivalent related work experience desirable. Interpersonal and heavy public relations, proficiency in Microsoft Office software, database, and spreadsheets. Must possess a valid Colorado driver's license. Must pass pre-employment drug screen, motor vehicle and background check. Complete application/job description available at www.ci.craig.co.us "Employment Link", gduran@ci.craig.co.us, or Craig City Hall, 300 W. 4th St., Craig. 970-826-2010. **Deadline:** April 9, 2021. **EOE/ADA**

Publish: March 25th – April 9th, 2021 Steamboat Pilot/Today & Craig Daily Press

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