



External Recruitment Administrative Assistant

The City of Toppenish is looking for an organized and motivated individual with at least two years of experience in a customer service environment to join the City's Public Works Team. This position is the first point of contact and works to promote and maintain positive public relations between the City of Toppenish and its residents and visitors. This is accomplished by handling questions and concerns, taking phone calls using a multi-line phone system, providing office support functions for the department and various other duties which may require the use of computers and other office equipment.

Please see Job Description for additional position information.

The City offers excellent benefits:

- Salary Range: \$3,319-\$4,448 (DOE)
- 90% paid Medical
- 100% paid Dental and Vision
- Paid Vacation, Sick Leave and Holidays
- Longevity pay after 2 years
- 40-hour vacation cash-out per year
- Retirement Contribution
- 2% Employer-Match Deferred Compensation (Optional)
- 2.5% Interpreter Incentive Pay (Spanish)

How to Apply:

Job description and application can be found on the City's website at: www.cityoftoppenish.us. Submit the following by the closing date:

1. Application
2. Cover letter
3. Resume

Mail: Toppenish Human Resources, 21 W. 1st Ave, Toppenish, WA 98948

Email: HumanResources@cityoftoppenish.us

First review of applications will be completed on January 2, 2024.

The City of Toppenish is an equal opportunity employer.

