



ADMINISTRATIVE ASSISTANT
PERMANENT FULL-TIME SEASONAL POSITION
\$24.18 Hourly
37.5 Hours per week
Approximately April 1st through September 30th

WHAT THE CBJ CAN OFFER YOU:

This position will receive a competitive salary package that includes the opportunity for regular pay increases, 12 paid holidays a year, an excellent health insurance program that includes medical, dental, vision and orthodontia care options, paid leave and retirement credit through PERS (Public Employees' Retirement System).

We value the health and well-being of our employees. The CBJ provides free parking, paid time off for parent teacher conferences, the ability to participate in a robust wellness program that includes discounts to CBJ recreational centers and local fitness programs, free annual health screenings, free flu shots, free classes, challenges and webinars on healthy living to assist you with achieving work/life balance.

WORKING HOURS AND LOCATION

This position works five days a week and 7.5 hours a day. This position will work weekends. The main work location will be the Port Office and the weekend work location will be the Port Field Office.

DESCRIPTION OF SOME OF THE DUTIES YOU WILL BE DOING

- Under general supervision, performs clerical and administrative support duties for the City and Borough of Juneau Docks & Harbors Department.
- Creates billings in support of Docks & Harbors Operations. The work will require knowledge of Docks & Harbors ordinances and regulations.
- Accepts payments for fees, bills, and permits. Write receipts, make bank deposits and prepare revenue transmittals.
- Performs detailed research on customer billing discrepancies and communicates results to Docks & Harbor patrons' inquiries to resolve noncompliance issues. Prepares billing and payment history as requested by customers.
- Will maintain and update customer accounts using the specialized harbor accounting program.
- Receives and screens telephone calls and walk-ins, inquiries about nature and urgency of their business; answers questions on status of current projects.
- Creates, evaluates and implements office procedures, technical filing and indexing systems and forms for own use; implements changes subject to approval of supervisor.
- May gather information on prices and availability of goods and services; solicit informal bids; prepare delivery orders and purchase requisitions for supplies and equipment; and monitor and assist in preparing and processing paperwork to obtain and pay for routine and recurring services.
- Assists colleagues in editing, writing, and copying reports under strict deadlines; revises drafted correspondence and reports to improve clarity and quality.
- May drive to alternate CBJ business locations to distribute/deliver mail, reports, and other business materials.
- Performs other related work as required.

WHO WE ARE LOOKING FOR

- Excellent oral and written skills;
- Able to research and interpret regulations;
- Excellent computer and database skills;
- Provide Excellent Customer Service, ability to exercise tact, self-restraint, judgment, and strategy in dealing with a variety of people, including appointed and elected public officials and others;
- Ability to analyze problems, develop logical and realistic conclusions, communicate ideas clearly, establish and maintain cooperative relationships with others;
- Ability to identify, research and resolve a wide range of work related problems such as public complaints and inquiries;
- Must be Reliable and dependable and able to work in a team environment.

WHAT IS IT LIKE TO WORK FOR OUR DEPARTMENT

When you join the Docks & Harbor Department, you are joining a department that values personal and professional development. We highly value creative thinking and approach all tasks with a team mindset.

DO I HAVE THE QUALIFICATIONS FOR THIS JOB – OUR MINIMUM QUALIFICATIONS

Education: High School graduation or the equivalent.

Experience: Six (6) months of clerical experience. This work is equivalent to an Office Assistant with the City & Borough of Juneau or equivalent elsewhere.

SUBSTITUTION:

Post-secondary or vocational training may be substituted for the required experience on the basis of: three (3) semester or four (4) quarter hours of post-secondary education are equal to one month of experience; 150 hours of vocational education are equal to one month of experience.)

Other: This position requires a valid Driver's license **at time of appointment and for continued employment.**

NOTE: This is a benefited and union-represented position. For more details about benefits, please visit the following web link: <https://juneau.org/human-resources/benefits>

HOW DO I APPLY AND WHO CAN I CALL WITH QUESTIONS

If you have questions about this position, please call Teena Larson at (907) 586-0282.

We are accepting applications until **March 15, 2023**. Your application must be received by the Human Resources & Risk Management Department before the close of business (4:30 p.m. Alaska Standard Time) on the date listed above. You can submit your application by email, fax, USPS mail, or by dropping it off at the Human Resources & Risk Management office.

Applicants can visit our website for a copy of our application and instructions on how to submit it. If you have questions about our application you can contact us by phone at (907)586-5250. <https://juneau.org/human-resources/employment-opportunities>

Email completed applications to employment@juneau.org

Fax (907) 586-5392

Mail completed application to:

City and Borough of Juneau
Human Resources & Risk Mgmt. Department
155 South Seward St.
Juneau, Alaska 99801
<https://juneau.org/human-resources>

Drop off completed application to:

City and Borough of Juneau
Human Resources & Risk Mgmt. Department
107 Municipal Way, Suite 101
Juneau, Alaska 99801

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER