



JOB OPENING: Deputy Clerk

Hourly Rate: \$20.00-\$25.00 DOE | Part Time: Approximately 20-40 hours per month

The Town of Wilson Creek is seeking a Deputy Clerk to provide support to the Mayor and/or Clerk/Treasurer in specialized administrative tasks.

Job duties may include, but are not limited to, contacting government agencies and other external organizations on matters that arise periodically and fall outside routine operations, regarding topics such as:

- Land use
- Zoning
- Permitting (building, special events)
- Floodway management
- Street and/or sidewalk maintenance/repair

Job support to the Clerk/Treasurer in areas such as:

- Public records management
- Customer service
- Accounts receivable
- Grant administration
- Council meeting coordination
- Compliance and reporting
- Contract and document coordination
- Code enforcement

Qualifications:

1. Ability to maintain confidentiality and handle sensitive information with discretion
2. Dependable, detail-oriented, organized, and able to work independently in a small office environment
3. Proficiency with standard office software – e.g., Microsoft Word, Excel, Outlook
4. Basic knowledge of local government operations, including OPMA and PRA
5. Excellent written and verbal communication skills, including professional interaction with the public and outside agencies

To apply, please submit the following:

1. Letter of interest
2. Completed application packet
 - Applications are available at Town Hall or on our website at www.wilsoncreekwa.com/employment

Applicants may be subject to a background check. Inquiries may be directed to 509-345-2531 or clerk@wilsoncreekwa.com. This position is open until filled. Posted March 26, 2026.

Disclaimer: This job description has been designed to indicate the general nature and level of work expected for this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.