

TRINIDAD CITY HALL

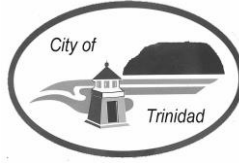
P.O. Box 390

409 Trinity Street

Trinidad, CA 95570

(707) 677-0223

cityclerk@trinidad.ca.gov



***Dwight Miller, Mayor
Gabriel Adams, City Clerk***

EMPLOYMENT OPPORTUNITY

CITY ADMINISTRATIVE ASSISTANT – PART TIME

Performs a variety of clerical, administrative, and technical work in support of the Trinidad City Manager, City Clerk, and City Council. Duties include; provide exceptional customer service, prepare correspondence, maintain filing systems for various and ongoing city projects and programs, assist in preparing agendas and minutes, and assist in utility billing and records. Salary \$14-16.00/hour, 20 hours/week.

Visit www.trinidad.ca.gov for complete job description and City Employment Application.

Mail completed Application to: City of Trinidad, P.O. Box 390, Trinidad 95570 or deliver to 409 Trinity St, Trinidad CA.

Deadline Monday, October 16, 2017.