



**The City of Rockaway Beach, Oregon is seeking a qualified individual to
serve as Administrative Assistant II:**

\$ 53,165 - \$69,350

The City of Rockaway Beach is seeking a motivated individual to join the team as Administrative Assistant II – General Clerk. This position assists the City Recorder and other staff with administrative and clerical duties required for the daily operation of the City. The position is a full-time 40-hour per week position with competitive health, dental, vision, and retirement benefits.

The City of Rockaway Beach is located in Tillamook County and provides a wide range of services to its residents and visitors. Our Current population is approximately fourteen hundred with a vibrant tourism industry. The City's annual operating budget is for the current fiscal year is approximately \$26 million.

To apply:

Read the attached Job Description for experience and minimum job requirements.

Complete City of Rockaway Beach Employment Application found at www.corb.us

Application can be found under Employment Opportunities on our homepage.

Submit Resume and Application to FinanceDirector@corb.us or:

**City of Rockaway Beach
P.O. Box 5
Rockaway Beach, OR 97136**

The position will be open until filled, with a first review on June 10, 2024.

WWW.CORB.US