



## **CLERK III (Payroll Clerk /Business License)**

### **Clerk Treasurer Department**

Salary Range: \$4,354 to 4,918 per month Depending on Qualifications

Full-time, regular union position.

#### **Nature of Work:**

Process monthly payroll and quarterly state and federal reports. Prepare and update employment records, assist with benefit administration. Onboard new hires, maintain compliance with City of Woodland Personnel Policy and state and federal laws. Process business licenses and interface with the Department of Revenue. Perform a variety of responsible and proficient secretarial duties, regularly and independently, which require a broad scope of knowledge and clerical practices and procedures including use of the latest technology.

A complete job description is available at the City of Woodland, City Hall, 230 Davidson Avenue, Woodland WA or [www.ci.woodland.wa.us](http://www.ci.woodland.wa.us) Candidates must submit a City of Woodland employment application to: City of Woodland, Attn: Deputy Clerk-Treasurer, P.O. Box 9, Woodland, WA 98674 to be considered for the position. Please apply by **Friday, June 14, 2024 by 5:00 p.m.** Open until filled.

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Post: City Hall  
Police Station  
Post Office  
Public Works Shop