



ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT



# Alaska Department of Administration, Division of Finance

# NOW HIRING

## Office Assistant 2 (060050M) in Juneau

Pay: \$20.11 hourly

**The Division of Finance is currently offering a hire incentive bonus of up to \$2,000 to newly hired Office Assistants!**

(View the job in Workplace Alaska for details on bonus incentive.)

**The Office Assistant 2** provides advanced clerical support to the Payroll Services section through the evaluation, auditing, distribution, and processing of personnel and payroll documents, data, and reports. It provides assistance to technical staff with various payroll duties including data entry of routine personnel actions, routine timesheet data entry, and document verification.

### Minimum qualifications:

- High school diploma or the equivalent.
- AND One year of experience that includes clerical tasks such as greeting clients, answering phones, typing, filing, sorting mail, entering data, receiving payments, making change, or maintaining logs.
- **Substitution:** Education from an accredited college may substitute for the required experience (3 semester hours or 4 quarter hours equal one month of experience; 150 hours of vocation education equal one month of experience).

**APPLY VIA WORKPLACE ALASKA:**  
[governmentjobs.com/careers/alaska/  
jobs/4509435/office-assistant-2-  
060050m](https://governmentjobs.com/careers/alaska/jobs/4509435/office-assistant-2-060050m)

**Job closes at 5 p.m. June 5, 2024**

**CONTACT:** Shawna Libby  
Administrative Officer 2  
[shawna.libby@alaska.gov](mailto:shawna.libby@alaska.gov)  
(907) 465-5615



A proud partner of the **americanjobcenter** network

Alaska's Employment Services program is 100% funded by U.S. Department of Labor through an award of \$7,365,091. We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.