CITY OF GRANDVIEW
RECEPTIONIST

The City of Grandview is accepting applications for the position of full-time Receptionist at City Hall.

Applicants must have two years secretarial and/or clerical experience with a working knowledge in the use of office equipment, computers and computer software; high school diploma or GED; be bondable; able to read, write and fluent in the English and Spanish languages. The Receptionist provides assistance to the public in a bilingual setting and performs a variety of clerical and receptionist duties including receipting and posting of payments, word processing, typing, filing, answering multi-line telephone system and issuing various licenses and permits.

Salary range $3,304 - $5,028 per month. Benefits include medical, dental, orthodontia and vision insurance for employee and dependents; $25,000 life insurance; paid vacations, holidays and sick leave; participation in Washington State Public Employees Retirement System.

Applications and job descriptions are available on-line at www.grandview.wa.us or at Grandview City Hall, 207 West Second Street, Grandview, WA 98930, (509) 882-9200 and will be mailed upon request. Completed and signed applications must be submitted by 5:00 p.m., Friday, November 13, 2026.

The City of Grandview is an Equal Opportunity Employer.

Publish: Grandview Herald/Prosser Record Bulletin – October 21 & October 28
Daily Sun News – October 21 & October 28
City of Grandview Facebook
City of Grandview Website

POSITION DESCRIPTION

Position: Receptionist

Report to: City Clerk

Department: Administration

Revised: March 21, 2018

Position Purpose

The position of Receptionist performs a variety of routine and complex clerical and receptionist duties in a bilingual setting. Duties include word processing, typing, filing, answering telephones, receipting of payments and issuing licenses and permits.

Essential Job Functions

- Performs routine clerical and receptionist work in answering phones, receiving the public, providing customer assistance and data processing at the counter and by telephone in a bilingual setting.
- Screens incoming calls, personal visits and other requests, and directs to the appropriate Department.
- Serves as cashier including receipting of cash, check, debit card and credit card payments and prepares receipts for utility bills, licenses, permits and other fees and charges.
- Posts utility payments to customer accounts.
- Balances cash drawer according to procedures and prepares daily cash reconciliation report.
- Issues licenses and permits.
- Receives land use applications.
- Working knowledge of various office machines to include: photocopier, fax, laminator, scanner, typewriter, calculator, postage meter.
- Clerical skills include spelling, grammar, composition, word processing and legible handwriting.
- Working knowledge in the use of computers and electronic data processing and related software applications such as Microsoft Word, Excel and Powerpoint.
- Working knowledge of modern office practices and procedures.
- Ability to communicate effectively verbally and in writing.

- Ability to handle stressful situations.

- Ability to establish and maintain effective working relationships with patrons, employees, supervisors, other agencies and the general public.

- Provides secretarial, file maintenance and backup support to the City Clerk, City Treasurer, Accounting Clerk and Utility Billing Clerk, as assigned. May provide backup support to other Departments.

- Assists in the administration of the standard operating policies and procedures of the City.

- Performs other related duties as required or assigned. The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of the duties does not exclude them from the positions if the work is similar, related or a logical assignment to the position.

Working Conditions

Work is performed at City Hall.

Minimum Qualifications

High School Diploma or GED equivalent; community college business training is desirable; fluency, verbal and written, in Spanish and English is required.

Must be bondable.

Two years experience in secretarial and/or clerical activities. A combination of experience and education which provides suitable knowledge and ability to perform the duties may be substituted.

Valid WA State driver's license at time of hire.