



City of Maupin

March 2021

## Job Opening

### **CITY UTILITY CLERK POSITION OPENING**

The City of Maupin is recruiting a City Utility Clerk. With an excellent benefits package and a salary range of \$14-17/HR this position is a great opportunity for growth while working alongside City officials daily to positively impact Maupin.

This posting will close on April 16<sup>th</sup>, 2021

To apply, send your resumes to City of Maupin City Manager, PO BOX 308, Maupin, Oregon, 97037 or apply online at LinkedIn. <https://www.linkedin.com/jobs/view/2475492507/>  
Please visit [www.cityofmaupin.org](http://www.cityofmaupin.org) for full details or visit City Hall.

**Job Title:** City Utility Billing Clerk/Administrative Assistant

**Department:** Administration/Finance

**Reports To:** City Recorder

**Compensation:** \$14-17/HR Full time plus paid medical, dental, vision and retirement plans.

### **General Statement of Duties**

This position is the face of the City providing financial and administrative support to both internal and external customers.

### **General Administration**

- Supports administrative functions of City Hall.
- Receives & processes all incoming mail.
- Works closely with the City Recorder and City Manager to ensure effective & efficient operations of City Hall/Government, discussing issues, problems, projects, incorporating new technologies/systems, etc.
- Assists in the preparation of City communications which include agendas, notices, recording minutes of Planning Commission and City Council meetings and a variety of reports.
- Coordinates use of publicly owned buildings.
- Performs data entry and maintains data base files, performs word processing to include research, correspondence, reports, and other documents.
- Serves as back-up recording secretary for City Council or City Planning Commission.
- Performs light cleaning duties to maintain clean, attractive City Hall work areas.



City of Maupin

March 2021

- Maintains inventory of City office supplies, including ordering, distributing supplies and office equipment.
- Update website with City Council, Planning Commission, and City government information.
- Other duties as assigned.

### **Financial Administration**

- Conduct general ledger procedures and process for utility billings, including account changes, account charges, delinquency notices, invoicing, and correspondence. Coordinates with Public Works Department regarding service starts and shut-offs.
- Receive and process utility payments and prepare/make bank deposits.
- Collect fees, utility account payments, tax payments, and other receivables, and post to general ledger (or forward to appropriate City Staff person for posting).
- Prepare checks and invoices for accounts payable.

### **Fire Department Administrative Support**

- Provide administrative support for City Fire Dept including reports, records, grants, training and meeting schedules.

### **Required/Preferred Knowledge, Skills and Abilities**

- Ability to work cooperatively with City personnel, elected and appointed officials, representatives of business and governmental organizations, the general public, media, & community organizations.
- Ability to develop and prepare effective correspondence, and administrative reports.
- Skilled in operation of PC computer, various administrative and financial software (QuickBooks), email correspondence, word processing, spreadsheets, and databases.
- Basic website and social media development and maintenance.
- Ability to exercise tact, confidentiality, and diplomacy in dealing with sensitive political, public policy and community issues and situations. Refer to City's Employee Handbook, especially Section VI-N.
- Provide exceptional customer service to citizens, City Employees, City Officials and others who interact with City Hall.



City of Maupin

March 2021

### **Other Requirements**

Employees are required to follow the pre-employment physical, drug screening, and background check procedures as required in the City Employee Handbook policies and procedures both prior to and during employment with the City of Maupin.

### **Levels of Physical Activity and Working Conditions**

Most duties are performed under usual office working conditions. However, employee is often required to concentrate in spite of busy movement and/or talking nearby. While performing the duties of this position, the employee is typically required to move materials weighing up to 10 pounds on a recurring basis and must occasionally lift and/or move more than 50 pounds.

The City of Maupin is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.