



**City of Maupin**  
507 Grant Ave.  
PO Box 308  
Maupin, Oregon 97037

541-395-2698  
cwolfe@cityofmaupin.org  
cityofmaupin.org

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## **Utility Billing Clerk/Administrative Assistant Job Description**

**Initial Posting Date:** April 11, 2024, Position open until filled.

**First review:** April 30, 2024

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

**Department:** City / Finance

**Reports To:** City Recorder

**Salary Range:** \$16 – \$20.00 Benefits and Retirement package.

### **General Statement of Duties**

The City of Maupin Utility Billing Clerk/Administrative Assistant works closely with all City Staff.

- Create a safe pleasant experience for our visitors and residents.
- Receive and processes all incoming phone calls and daily mail.
- Produce monthly utility statements for our residents.
- Responsible for the daily receipts of all payments, financial transactions, and general ledger reconciliation.
- Provide clerical/administrative support for City Staff, Mayor, Council, Planning Commission and Fire Department.
- Schedule reservations for community spaces.
- Maintain City Web page.
- Ensure community space and restrooms clean and well stocked (Civic Center).

### **Supervision Received**

This position is directly supervised by the City Recorder.

### **Supervisory Responsibilities**

N/A

### **Essential Duties and Responsibilities**

- Greet the public courteously and professionally on the phone, computer and in public.
- Support administrative functions of City Hall.
- Maintain professional relationships and communication with outside agencies and organizations.
- Work closely with the City Recorder, City Manager and Mayor to ensure effective and efficient operations of City Hall/Government, discuss issues, problems, projects, new technologies, etc.
- Assist in updating City web page, communications, including Mayor's Newsletter, notices, agendas, minutes, and a variety of reports.
- Maintain utility billing program. Collect, receipt and record daily all user fees as established by Council.
- Perform data entry with various spreadsheets and maintain paper and electronic files.
- Maintain office supply inventory. Order supplies for other departments.
- Ensure community space and restrooms clean and well stocked.



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### **Financial Administration**

- Produce monthly utility statements for our residents.
- Collect fees, utility account payments, tax payments, other receivables.
- Responsible for the daily receipts of all payments, financial transactions, and general ledger reconciliation.
- Maintain the utility billing program, including account changes, charges, delinquency notices, invoicing, and correspondence.
- Prepare and make bank deposits, reconcile bank statements.
- Coordinate with the Public Works Department regarding service starts and shut offs.
- Prepare and enter invoices into QuickBooks.

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

- Ability to work cooperatively with City personnel, elected and appointed officials, representatives of business and governmental organizations, the public, media, and community organizations.
- Ability to exercise tact, confidentiality, and diplomacy in dealing with sensitive, political, public policy, community issues, and situations. Refer to City's Employee Handbook, especially Section VI-N
- Provide exceptional customer service to citizens, City Officials and others who interact with City Hall.
- Ability to develop and prepare effective correspondence and administrative reports.
- Effectively communicate City policies, procedures, and rates both orally and in writing.
- Knowledge of basic bookkeeping and accounting procedures, financial transactions.
- Knowledge of computers and office software (excel, word, QuickBooks), email correspondence, word processing, spreadsheets, and databases.
- Basic Website and social media development and maintenance.
- Physical and practical ability to perform basic cleaning tasks.

### **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.
- Must possess a valid driver's license.
- Remote work is not available for this position.
- Must be bondable.

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

Most duties are performed under usual office working conditions. However, employee is often required to concentrate despite busy movements and/or talking nearby. While performing the duties of this position the employee is typically required to move materials weighing up to 10-20 pounds on a recurring basis and must occasionally lift and / or move more than 50 pounds.

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