



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

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

IMMEDIATE JOB OPENING

Position: Utility Billing Clerk / Administrative Assistant

Job posting open April 11, 2024

First Review: April 30, 2024, open until filled.

The City of Maupin is hiring a full-time Utility Billing Clerk / Administrative Assistant. This position is the face of the City, providing financial and administrative support to both internal and external customers.

Qualified applicants should have strong communication skills and be a “people person” with a background in customer service. Strong computer skills in a wide array of programs, knowledge of bookkeeping and basic accounting procedures.

This position reports to the City Recorder and is an integral person in managing the Utility Billing program, assisting in city policies, and general upkeep and cleanliness of City Hall.

To apply, please send or drop off resume and the General Employment Application (found at CITYOFMAUPIN.ORG) to the City Recorder by email (cwolfe@cityofmaupin.org) or mail to City Hall, Attn: City Recorder, PO Box 308, Maupin, OR 97037.

If you have any questions, please contact City Recorder Christine Wolfe at City Hall, 541-395-2698.

EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.