

Classified Ad

**ENTRY LEVEL
UTILITY BILLING CLERK/ADMINISTRATIVE ASSISTANT
\$2,476 -\$3,232/Mo.
Plus Full Benefit Package**

Position: Full Time

Closes May 31, 2022

Pickup Application and full job description at:

**Canyonville City Hall, 250 N. Main St., Canyonville, OR 97417 -or-
Log on to City website: www.cityofcanyonville.com**

The City of Canyonville is seeking a self-motivated individual for an entry level position. Primary responsibilities will be Utility Billing, clerical work and receptionist responsibilities. Must be computer literate, poses excellent public relations skills, and cash handling experience.

Please forward application, cover letter, resume, and veteran's preference information (if applicable) to City of Canyonville, PO Box 765, Canyonville, OR 97417. Canyonville is an Equal Opportunity Employer.

CITY OF CANYONVILLE JOB ANNOUNCEMENT

Job Title: Utility Billing Clerk/Administrative Assistant

Application Deadline: May 31, 2022

Apply in person at City Hall, Canyonville 250 N. Main Street

Job Summary:

Requirements: Prefer working knowledge of Windows, Microsoft Word, and Excel software programs. Requires excellent math, cash handling, attention to detail, and interpersonal skills for dealing with employees and the public. Ability to work under pressure, with many interruptions, meet deadlines and work independently. Pass background check.

Preference: Knowledge of utility billing software.

Job Duties:

Utility Clerk- initiate necessary action regarding utility bills, payments, service problems, disconnects, reconnects, and collections, cashier and keep records of cash receipts, make deposits, balance receipts.

Assistant - assist the City Administrator/Recorder, the Bookkeeper and Public Works in the activities of the City, type letters, memoranda and other materials from drafts, dictation and other sources, prepare documents, files and statistical reports for state and other agencies, and maintain a master file of appointments and roster;

Receptionist - meet the public, answer and transfer telephone calls for all departments, give information, issue permits and licenses, receive inquiries / complaints and refer to appropriate parties.

See attached job description for full details.

Experience Required: At least 2 years

Hours: 40 hours per week, Monday – Friday; 8 a.m. – 4:30 p.m.

Wage: \$2,476– \$3,232 per month
Depending on Experience

Benefits Offered: Medical, Dental, Vision, Vacation, Sick Leave, Life Insurance, Retirement

“The City of Canyonville is 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.

See Veteran’s Preference Form in application, if applicable.

UTILITY BILLING CLERK/ADMINISTRATIVE ASSISTANT

DEFINITION

Requirements:

Prefer working knowledge of Windows, Microsoft Word, and Excel software programs. Position requires excellent math, cash handling, attention to detail, and interpersonal skills for dealing with employees and the public. Have ability to work under pressure, deal with many interruptions, able to meet deadlines, and work independently. Pass a background check.

Preference:

Have knowledge of utility billing software.

Job Duties:

Utility Clerk- initiate necessary action regarding utility bills, payments, service problems, disconnects, reconnects, U/B late fees and collections, cashier and keep records of cash receipts, make deposits, balance receipts.

Assistant - assist the City Administrator/Recorder, the Bookkeeper and Public Works in the activities of the City, type letters, memoranda and other materials from drafts, dictation and other sources, prepare documents, files and statistical reports for state and other agencies, and maintain a master file of appointments and roster; Assist Bookkeeper with processing of municipal court payments and creating invoices for accounts receivables.

Receptionist - meet the public, answer and transfer telephone calls for all departments, give information, issue permits and licenses, receive inquiries / complaints and refer to appropriate parties as required. Notarizing documents for company and public as needed.

SUPERVISION RECEIVED & EXERCISED:

Receive direction from the City Administrator/Recorder. Supervision is not normally a responsibility of positions in this classification.

QUALIFICATIONS:

Knowledge of:

- *Modern office methods, procedures and equipment, including office software.
- *Organization, procedures, and operating details of the City office.
- *Appropriate cash handling and balancing procedures;
- *Records management, and retention practices.
- *Correct English usage, spelling, grammar, and punctuation.
- *Council, commissions, and boards, regulations, policies and procedures.

Ability to:

- *Properly record and document transactions in legible form;
- *Work under pressure, meet deadlines, and deal effectively with frequent interruptions;
- *Establish and maintain positive / cooperative working relationships with other employees and the public.

- *Understand, organize, index and reference a wide variety of administration information and records.
- *Learn and interpret laws and rules.
- *Understand and carry out oral and written directions.
- *Type and transcribe documents.

ESSENTIAL JOB FUNCTIONS / ADA:

1. Ability to operate computer, calculator, telephone, U/B handheld, typewriter, fax machine, cash register, and copy machine.
2. Ability to understand and respond to the public's and staffs requests for assistance both in person and over the phone.
3. Ability to have a pleasant but firm telephone and citizen contact presence;
4. Ability to understand and implement the principles, policies, and methods used in government, finance, budgeting, and banking;
5. Ability to prepare narrative reports, perform mathematical calculations and sort/file documents.
6. Ability to sit for up to two hours at a time.
7. Ability to lift up to 15 pounds.
8. Ability to climb a footstool or ladder for the purposes of retrieving records out of storage.
9. Ability to get from one location to another in the course of doing business.
10. Ability to prepare and clean up light refreshments.
11. Notarize documents for company and public.

EXPERIENCE, EDUCATION AND/OR TRAINING:

Any combination of experience, education or training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of increasingly responsible office and secretarial experience including records management and appropriate cash handling and balancing. Experience with Springbrook Utility Software is highly desirable.

Education: Completion of the twelfth grade or GED supplemented by additional college level secretarial/office management training courses.

PRE-EMPLOYMENT REQUIREMENTS:

Bondable; educational and experience verification; demonstrated ability to perform essential functions.

CITY OF CANYONVILLE

Application for Employment

The City of Canyonville provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. Our Equal Employment Opportunity policy applies to all aspects of the employment relationship including, but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment. To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.

THIS APPLICATION WILL BE CONSIDERED FOR THIS SPECIFIC JOB. IT WILL NOT BE RETAINED FOR FUTURE POSITIONS. IF YOU DESIRE TO BE CONSIDERED FOR A POSITION AT A FUTURE TIME, YOU MUST FILE A NEW APPLICATION. IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE PRINT OR TYPE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.

Position				
Position Applying For		Available Start Date	Desired Pay	
Personal Information				
Name				
Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of identity will be required upon employment)				
Education		List any colleges, military, trade, business or other schools attended.		
Do you have a high school diploma or GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?
Certificates & Licenses		List any professional license, registration, or certificate required or preferred for the position.		
Type	Issuing Agency	Date Issued	Date Expires	

References

Name	Title	Company	Phone

Employment History

This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. List ONLY the job(s) (paid, military or volunteer) where you obtained the experience that qualifies you for the job. Clearly describe all of your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.

Employer (1)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties			
Employer (2)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			

Duties

Employer (3)

Job Title

Dates Employed

Address

City

State

Zip

Supervisor Name

Phone Number

May we contact?

Yes ☐ No ☐

Reason for leaving

Duties

Employer (4)

Job Title

Dates Employed

Address

City

State

Zip

Supervisor Name

Phone Number

May we contact?

Yes ☐ No ☐

Reason for leaving

Duties

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered in the course of any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing agency to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.

Signature: _____

Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

- ☐ For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- ☐ For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service related disability
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- ☐ For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- ☐ And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- ☐ And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- ☐ I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
 - ☐ I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- Employment app 2021

____ I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____

This form and supporting documentation must be received by the Human Resources Department no later than the closing time and date of the job posting. If you have any specific questions please contact City Administrator 541-839-4258 or email cityadministrator@cityofcanyonville.com.

KKPL 10/13/17