

# City of Clatskanie General Clerk

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**Job Title:** General Clerk  
**Organization:** City of Clatskanie  
**Department:** Administration

**Salary:** \$ 21.07 – \$ 26.90 hr.  
**Class:** FLSA Non-Exempt  
**Date:** October 17th, 2024

**PURPOSE OF POSITION:** Provide support of general office duties including processing utility billing, building permits, Planning Commission applications, business licenses, and receptionist duties.

### **ESSENTIAL JOB FUNCTIONS:**

Processing monthly utility bills including direct contact with users and receiving customer payments; general clerical and administrative duties for city operations including licensing and permitting; and general assistance to department personnel. Greet customers and answer general questions regarding City functions such as water and sewer accounts, permits, licensing, and city policies and procedures. Assist customers with the purchase of city services such as: water and sewer utilities, business licenses and building permits. Incoming Mail: receive, sort, and process incoming mail. Documenting and processing water/sewer payments and other various revenues. Assist in maintaining and creating records for various City functions and new files for service. Driving to perform administrative functions including mailing and deposits.

**AUXILIARY JOB Functions:** Occasional research for issues related to licensing, permitting, utility services, and other city functions.

### **JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Eligible applicants must have knowledge of general office practices and procedures; Demonstrated experience in the use of standard MS Office Suite software platforms (Word, Excel, PowerPoint, Excel) and general use of a PC and operation of standard office equipment. Education equivalent to high school diploma or GED, plus additional specialized training in office practices and one-year clerical experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the required duties. Knowledge of office and record keeping practices, procedures and methods; ability to communicate (verbally and in writing) effectively. Valid Oregon Driver's License and ability to pass a post conditional offer background check.

**DESIRABLE REQUIREMENTS:** Previous knowledge of the organization and functions of municipal government and use of database software such as Springbrook. A satisfactory combination of three - five years of progressively responsible office or training that demonstrates the knowledge, skills and abilities to perform the above duties.

**PHYSICAL DEMANDS OF POSITION:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 20-25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The city of Clatskanie is an Equal Opportunity Employer.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work environment is typical of most office environments. Incumbent will interact with members of the public in situations that may require patience, collaboration and problem solving. Ability to perform other duties as assigned and to fill in when other office members are absent.

**OTHER INFORMATION:** This is a Full-time union represented position scheduled for 40 hours per week with benefits . Normal work hours would be Monday – Friday between the hours of 8:00 am and 5:00 pm Position benefits include sick time, vacation time and health insurance. Other benefits include employer-paid participation in Oregon’s Public Employees Retirement System (PERS) and an HRA/VBA health savings account.

This job description covers the most significant essential and auxiliary duties performed and is not inclusive of other possible duties assigned.