



**JOB ANNOUNCEMENT  
CITY OF CLATSKANIE**

is currently seeking applicants for the position of:

**GENERAL CLERK**

Application Deadline: **November 1<sup>st</sup>, 2024**, COB

The City of Clatskanie is recruiting a General Clerk. The position is responsible for general clerical duties including taking and receiving utility bill payments, processing meeting packets, customer applications for water/sewer service, and planning commission land use applications.

Salary/Wage Range: \$ 43,836 - \$55,944 per year, DOE. This is a Union represented position. The successful candidate will be eligible for a generous full benefit package to include enrollment in the Oregon Public Employees Retirement System (PERS) with the city picking up the 6% employee contribution. Employer paid medical, dental, vision, life and AD&D insurance. Vacation and sick leave as outlined in the collective bargaining agreement.

Application Process:

A full job description and application are available at [www.cityofclatskanie.com](http://www.cityofclatskanie.com).

Send application, cover letter and resumé to:

City of Clatskanie  
Attn; General Clerk Recruitment  
P.O. Box 9  
Clatskanie OR, 97016

Electronic submissions are welcome. FAX: (503) 728-3297. Or email to: [ghinkelman@cityofclatskanie.com](mailto:ghinkelman@cityofclatskanie.com). Please put "General Clerk Recruitment" in subject line. Eligible applicants will be contacted for an interview. Selectee will be subject to a background check. We **DO NOT** accept resumé's in lieu of an application

***If you require accommodation to participate in our application process, please contact Greg Hinkelman, City Manager at (503) 728-2622. The City is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, or any other classification protected by law. Veteran's preference available.***