



UTILITY BILLING DEPARTMENT

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • 503.537.1216 • Fax 503.537.5013

**ADVERTISEMENT
POST UNTIL July 03, 2013**

**UTILITY BILLING DEPARTMENT
INVITES APPLICATIONS FOR**



TEMPORARY ASSISTANT UTILITY BILLING CLERK

(Full-time Temporary Position, Limited Duration 12 months, No Benefits)

**Salary Pay: \$2,775 to \$3,553 per month and will be determined upon review of qualifications.
The position does not include medical, dental, or vision benefits.**

THE POSITION

Assists Utility Clerk in performing routine clerical, accounting, and data processing work in the billing of utility and other public services; process incoming and outgoing mail for all departments; and other duties assigned by the Finance Director.

Schedule is Monday through Friday, 8 am – 5 pm.

MINIMUM QUALIFICATIONS

Education and Experience:

Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

1. Graduation from an high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and
2. Four (4) years of increasingly responsible related experience, or

Knowledge, Skills and Abilities:

1. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.
2. Skill in operating tools and equipment listed in job description.
3. Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or with frequent interruptions.
4. Ability to meet deadlines.
5. High degree of dependability.
6. Spanish as a second language preferred.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job advertisement is designed to give general information and is not all encompassing.

SELECTION PROCESS

Formal application rating on education, training and experience; oral interview and employment reference check; and job related tests may be required. A successful criminal background check will be required as a condition of employment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Applications are available from:

City of Newberg
Human Resources Department
Online Application at <http://newbergoregon.gov/>
mail: P.O. Box 970
location: 414 E. First Street
Newberg, OR 97132
503.537.1261

Closing Date: July 3rd, 2013 by 4:00 pm
Applications are required and must be received in the
Human Resources Department no later than this date and time.

The City of Newberg is an Equal Opportunity /Affirmative Action Employer and a Drug & Violence Free Workplace
This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.