

CITY OF DEPOE BAY – Utility Billing Specialist/Office Assistant

**WAGE RANGE:** \$47,270.08 - \$66,513.75

Salary is based on experience. Most new hires begin at the start of the wage range.

**FULL-TIME:** 40 HRS PER WEEK

**General Description:** Part of a front-line customer service team performing a variety of administrative and accounting support functions of a routine to detailed complexity, including but not limited to: accounts receivables, collections, data entry, sorting mail, processing City forms and permits, and responding to customer questions via phone, in-person, or computer. Provides administrative support to City staff and assists in the administration of standard operating policies and procedures. Work involves considerable contact with the public.

**General Requirements:** At least two (2) years of experience in accounting or bookkeeping, preferably governmental fund accounting, and at least one (1) year of experience in routine clerical work including experience as a receptionist in answering telephones and helping the public, and a high level of proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), OR any equivalent combination of education, experience, and training which provides the necessary knowledge, skills, and abilities to perform the duties of the position.

General knowledge of computers and electronic data processing and of modern office practices and procedures. Detail-oriented; ability to perform cashier duties accurately; effectively meet and deal with the public; communicate effectively verbally and in writing; and handle stressful situations.

Visit <https://www.cityofdepoebay.org/administration/job-opening/utility-billing-specialistoffice-assistant> for more information and to apply.

First review of applications is the week of October 21, 2024.