

**Utility Billing Clerk/Office Assistant  
Advertisement**

Salary Range: \$17.50-\$21.00 Hourly DOE

Deadline: The job will remain open until filled. Initial review of applicants will be Nov 19, 2021

Posted: Nov 3, 2021

Website: Please visit [www.cityofsublimity.org](http://www.cityofsublimity.org) for Job Description & Application Packet.

The City of Sublimity is seeking a Utility Billing Clerk/Office Assistant. This is a full-time position with excellent benefits. The Utility Billing Clerk's primary responsibilities will be processing utility billing, cash receipting, receptionist, to include assisting customers in person by phone or e-mail and other duties as assigned.

**JOB QUALIFICATIONS:**

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent and two years of office environment and customer service experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Possession of or ability to obtain a Notary Public within the first six months of hire.

**DESIRABLE REQUIREMENTS:**

Previous experience in a local government office environment, working knowledge of municipal organizations; familiarity with utility billing and administrative techniques used for public meetings is preferred but not required

**SPECIAL REQUIREMENTS/LICENSES:** Possession of valid Oregon State driver's license. Must be able to pass background check.

**How to Apply:**

Qualified applicants can hand deliver a **cover letter, completed application, and resume** to the City of Sublimity at, 245 NW Johnson St., Sublimity OR 97385 or email to [Myrna.harding@cityofsublimity.org](mailto:Myrna.harding@cityofsublimity.org). Applications must be received by November 19, 2021 for initial review. Only complete applications will be considered. Applications are available at City Hall or online at [www.cityofsublimity.org](http://www.cityofsublimity.org). If you have any questions or need additional information, please contact Sublimity City Hall at 503-769-5475

If you are requesting Veteran's Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215 along with the form and application. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter along with your application.

**Background Investigation:**

While not part of initial applicant screening, the finalist for this position may be required to pass a background check as part of a contingent offer of employment. Conviction of a crime may not necessarily disqualify an individual from employment.

The City of Sublimity is an Equal Employment Opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.

***Resumes not accepted in lieu of application.***

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**JOB TITLE:** Utility Billing Clerk/Office Assistant

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**DEPARTMENT:** Administration**STATUS:** Non-exempt**REPORTS TO:** Finance /Office Manager**DATE:** Oct 2021**GENERAL STATEMENT OF DUTIES/ PURPOSE OF POSITION:**

Under the supervision of the Office Manager, performs skilled technical accounting assistance in assigned area of utility billing and cash receipting; reconciles, audits, and enters various data into financial tracking system; generates and maintains a variety of routine reports related to utility billing; processes and maintains customer utility payments and accounts; assists customers with account inquiries and researches and identifies account issues as needed; may reconcile and balance cash and prepares cash deposits; assists customers at the counter or via phone/email; sends notification for collection of monies for current and delinquent accounts, responds to departmental and public requests; enters payments and assists with other office duties as assigned.

**JOB SCOPE:**

Perform general office operations including utility billing, cash receipting, receptionist, filing and other office duties as assigned.

**SUPERVISION RECEIVED:**

Work is performed under the direction of the City Finance/Office Manager. Has latitude in performing daily activities as assigned related to office procedures.

**SUPERVISORY RESPONSIBILITIES:**

Supervision is not a typical function assigned to this position.

**ESSENTIAL JOB FUNCTIONS/ EXAMPLES OF DUTIES PERFORMED:**Utility Billing:

Process all utility related jobs daily and throughout the month. Daily: enter adjustments, final bills, setup new customers, reconnect and disconnect services, address changes and other daily actions as needed. Monthly: Prepare the monthly Shut Off list and notices. Prepare the meter reading list for Public Works to record new readings; enter new readings, print monthly utility bills and mail out. Print batch reports. Answer citizen inquiries. Process the Backflow (Underground Sprinkler) Reporting system inquiries each month as due.

Cash Receipting:

Thorough Cash Receipting in accounts receivable, post payments, prepare deposits, track, process, and record all payments made to the City from Franchise fees, park reservation payments, building permit payments, utility bills, or other payments. Prepare and make bank deposits as needed and keep accurate records of deposits made.

Receptionist:

Answer incoming phone calls and route to the appropriate person, as well as respond to e-mails and faxes directed to the city. Order supplies as needed; retrieve mail daily and distribute to the appropriate person(s); provide receipts to customers; and maintain scheduling City Park usage.

Other:

May be requested to assure that the social media and Website is current and maintained. May be assigned to serve as backup when needed to prepare for and attend city meetings that include recording and transcribing minutes of city meetings. Maintain safeguards around confidential and/or sensitive files and documents and adheres to confidentiality standards. Follow all safety rules and procedures established for work areas. Assist with planning and implementation of city events. Maintain harmonious and positive working relationships with city staff, other organizations, and the general public. Regular, predictable attendance is required.

Perform additional duties as assigned.

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**JOB QUALIFICATION REQUIREMENTS:****KNOWLEDGE, SKILLS AND ABILITIES**

- Advance knowledge of administrative office principles, practices and techniques including word processing, records maintenance, advanced English, grammar, punctuation, spelling, formatting professional documents, research, report writing, and customer service techniques.
- Knowledge of operation of standard office equipment.
- Must have the ability to work with difficult customers at the counter and over the phone. Pleasant and courteous disposition.
- Position may require attendance at evening meetings.
- Good listening skills, excellent organization and follow through on task.
- Understanding of cash management and general acceptable accounting principles.
- Ability to establish and maintain an effective working relationship with, employees, other agencies, elected/appointed City officials, and the general public.
- Maintain records and logs.
- Communicate effectively, both orally and in writing, with individuals and groups.
- Understand, interpret, explain and apply laws, codes, regulations, and the City's policies and procedures; Multi-task, keep organized, manage time, and work independently.
- Physical ability to perform the essential job functions.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent and two years of office environment and customer service experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Possession of or ability to obtain a Notary Public within the first six months of hire.

**DESIRABLE REQUIREMENTS:**

Previous experience in a local government office environment, working knowledge of municipal organizations; familiarity with utility billing and administrative techniques used for public meetings is preferred but not required

**SPECIAL REQUIREMENTS/LICENSES:**

Possession of valid Oregon State driver's license. Must be able to pass background check.

**PHYSICAL DEMANDS OF POSITION:**

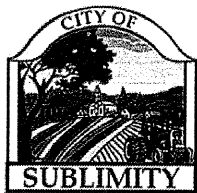
While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc. This position may occasionally require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 75% of the work period while operating equipment such as computers, keyboards, telephones, calculators, and standard office equipment.

**WORKING CONDITIONS:**

Work is primarily conducted in an indoor office setting where most of work period occurs under usual office working conditions. The noise level is typical of most office environments where telephones, personal interruptions, and background noise are frequent. Attendance at various meetings may be required, working after normal business hours.

*The duties listed in this description are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of these duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

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## City of Sublimity

### Application for Employment

The City of Sublimity 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? <b>Yes</b> <input type="checkbox"/> <b>No</b> <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? <b>Yes</b> <input type="checkbox"/> <b>No</b> <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			

<b>Employer (3)</b>	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				
<b>Employer (4)</b>	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				
<b>Certification &amp; Signature</b>				
<p>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.</p> <ul style="list-style-type: none"> <li>• I certify that all statements contained herein are true and complete.</li> <li>• 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.</li> <li>• I authorize the employing agency to verify the employment and education information provided in this employment application.</li> <li>• I authorize my driving record to be checked if the position for which I am applying requires driving.</li> <li>• I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.</li> </ul> <p>Signature: _____ Date: _____</p>				





# Veteran's Preference Form

Under Oregon law, veterans who meet the minimum qualifications for a position may be eligible for employment preference. If you think you qualify, **please read this document carefully**. Check each box that applies to you. If you need further explanation or have special circumstances, call Jim Kingsbury at 503-409-6678.

**This completed form and the required documentation must be submitted at the time you submit your employment application. Information submitted on or with this form will be used solely to determine your veteran's preference.**

## Part 1: Qualified Veteran

You may claim veteran's preference if you are able to check at least one of the following seven boxes and provide proof of eligibility by submitting a copy of your DD-214 or 215 (and Certification of Honorable Discharge if the DD-214 or 215 does not specifically indicate the type of discharge) or a letter from the United States Department of Veterans Affairs indicating you receive a nonservice-connected pension. "Active duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

### ORS 408.225(1)(e)

- ☐ 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; or
- ☐ I served on active duty with the Armed Forces of the United States 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; or
- ☐ I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; or
- ☐ I served on active duty with the Armed Forces of the United States for 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; or
- ☐ I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- ☐ I 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; or
- ☐ I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

## Part 2: Qualified Disabled Veteran

You may claim additional veteran's preference if you can check any of the following three boxes and provide proof of eligibility by submitting a copy of your DD-214 or 215 (and Certificate of Honorable Discharge if the DD-214 or 215 does not specifically indicate the type of discharge) and a public employment preference letter from the United States Department of Veterans Affairs or other verifiable documentation certifying disabled veteran status.

### ORS 408.225(1)(c)

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

**I claim veteran's preference 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.**

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Print Name

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Position Applied For

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Signature

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Date

***Preference will not be awarded without proper documentation. Late or incomplete submittals will not be considered. Qualified veterans receive 5 preference points and qualified disabled veterans receive 10 preference points, applied at each step of the application process that would result in a disqualification.***

