



The City of Rockaway Beach, Oregon is seeking a qualified individual to serve as Utility Clerk:

\$ 53,152 - \$69,351

The City of Rockaway Beach is seeking a motivated individual to join the team as Administrative Assistant II – Utility Clerk. Under supervision of the Finance Director, this position performs utility billing functions by maintaining current utility records, communicates with the Public Works Department, provides customer contact and support, and resolves complaints. This position also provides assistance to the Finance Director by performing payroll, accounts payable, accounts receivable, bank reconciliation and records management related tasks. The position is a full-time 40-hour per week position with competitive health, dental, vision, and retirement benefits.

The City of Rockaway Beach is located in Tillamook County and provides a wide range of services to its residents and visitors. Our Current population is approximately fourteen hundred with a vibrant tourism industry. The City's annual operating budget for the current fiscal year is approximately \$26 million.

To apply:

Review the Utility Clerk Job Description for experience and minimum job requirements.

Complete City of Rockaway Beach Employment Application found at www.corb.us

Application and Job Description can be found under Employment Opportunities on our homepage.

Submit Resume and Application to FinanceDirector@corb.us or:

**City of Rockaway Beach
P.O. Box 5
Rockaway Beach, OR 97136**

The position will be open until filled, with a first review on December 13, 2024.

WWW.CORB.US