



June 17, 2021

The City of Manzanita Public Works Department is seeking a Full time Water Utility Clerk to join our team.

The Water Utility Clerk performs varied clerical work relative to the activities of the Public Works Department.

Typical Duties/Examples of Work

- 1) Processes all water utility payments and downloads payment transactions made online with the City's online pay-provider to customer accounts. Prepares check deposits and billing software daily reports. Coordinates with Finance check deposits and monthly reporting. Coordinates quarterly billing and printing of billing statements.
- 2) Processes meter changes, address and account updates, buyer/seller transfers, and disconnects. Proofs meter reads, reviews adjustment requests, and prepares work orders for public works department follow up.
- 3) Assists the Public Works Director in performing research, participating in strategic planning, completing required reports, and responding to inquiries from members of the public.
- 4) Answer's customer questions and requests for service related to water billing, leaks and usage issues. Accepts and processes applications for service connections.
- 5) Answers telephones, transfers calls, receives walk-in customers at the front counter, and answers questions about general utility business and utility accounts.
- 6) Files, scans, makes copies, prepares incoming and outgoing mail, and performs other general office duties.
- 7) Follows all safety rules and procedures for work areas.
- 8) Maintains effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
- 9) Performs other related duties as assigned.

Why join the City of Manzanita?

The City of Manzanita is committed to offering benefits such as paid vacation, paid sick, and participates in PERS, the Oregon Public Employees Retirement System and Medical coverage. Salary range is \$3,314 - \$4,029.

To Qualify

The following minimum qualifications are required for this position:

- 1) Applicant must have a High School Diploma, or equivalent;
 - a. OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.
- 2) A valid Oregon driver's license and proof of an acceptable driving record are required.
- 3) Knowledge state, federal, and local laws, rules, and procedures related to assigned areas of responsibility.
- 4) Knowledge of basic accounting/bookkeeping principles, procedures, and practices.
- 5) Basic knowledge of general office procedures and practices; business English, spelling, and punctuation; and personal computer applications in a Windows environment.
- 6) Basic computer skills, preferably in Microsoft Office products.
- 7) Verbal and written communication skills.
- 8) Interpersonal skills.
- 9) Excellent customer service skills.
- 10) Strong organizational skills.
- 11) Ability to follow oral and written instructions; complete assigned tasks with little functional oversight; and meet deadlines.
- 12) Ability to establish and maintain effective working relationships with those encountered in the course of work.
- 13) Ability to pass a pre-employment criminal background check and drug and alcohol screening.
- 14) Ability to meet the physical demands of the position.

Recruitment Timeline:

- Position Posted: 06/17/21
- Applications Period Close: 07/01/21
- Selection Process Begins: Week of 7/05/21

Application Instructions:

Applicants must submit a résumé and application of employment to the City of Manzanita:

Drop off: Manzanita Public Works
1090 Oak St.
Manzanita, Or 97130

Mail to: City of Manzanita
P.O. Box 129
Manzanita, OR 97130

Applications for this position will not be accepted no later than 11:59 am, on Wednesday, June 15th 2021. E-mailed and/or faxed applications will not be accepted.

Sincerely,

Dan Weitzel
Director of Manzanita Public Works Dept.

Employment Application

City of Manzanita

543 Laneda Ave PO Box 129 Manzanita OR 97130 | Phone: 503-368-5343 |
Fax# 503-368-4145 | www.ci.manzanita.or.us

The City of Manzanita is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, national origin, age, sex, marital or veteran status, disability, or any other legally protected status. All selection decisions are based on job related factors.

Position Applied For: _____

Date of Application: _____

PLEASE PRINT OR TYPE

PERSONAL INFORMATION

Last Name	First Name	Middle	Home Phone	Message Phone
Address		Apt. #	PO Box	Business Phone
City	State	Zip		
Are you legally eligible for employment in the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a high school diploma or GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No	

EDUCATION AND TRAINING

Please include any training relative to the position you are applying for:

Colleges, Vocational or Technical Schools, Training Centers	Course of Study	Number of Years Completed	Type of Degree or Certificate Received

LICENSES AND CERTIFICATES REQUIRED FOR THIS POSITION

Description	Issued by	ID #	Expiration Date

PERTINENT SPECIAL SKILLS

Please list experience with machines, office equipment, languages, or other special skills pertinent to the position for which you are applying.

ADDITIONAL INFORMATION

Do you possess a valid driver's license? Yes No (A valid driver's license is required when stated on the job announcement.)

State: _____ Driver's License # _____

WORK EXPERIENCE

**Beginning with your present or last job (and working backwards) list all Work Experience including Military, Volunteer and Intern Experience.
(If more space is needed, see Page 3)**

Name of Present or Last Employer			Address		
Starting Date	Leaving Date	Salary \$ ___ per <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ___ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern ___ hrs/wk	Reason for Leaving		
Month/Year	Month/Year				
Job Title (Present or Last)		Name of Supervisor/Title		Phone #	
Job Duties:					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Name of Employer			Address		
Starting Date	Leaving Date	Salary \$ ___ per <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ___ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern ___ hrs/wk	Reason for Leaving		
Month/Year	Month/Year				
Job Title (Present or Last)		Name of Supervisor/Title		Phone #	
Job Duties:					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Name of Employer			Address		
Starting Date	Leaving Date	Salary \$ ___ per <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ___ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern ___ hrs/wk	Reason for Leaving		
Month/Year	Month/Year				
Job Title (Present or Last)		Name of Supervisor/Title		Phone #	
Job Duties:					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

APPLICANT ACKNOWLEDGMENT

I understand this application does not represent a contract for employment. I understand that an acceptance of an offer for employment does not create a contractual obligation upon the City of Manzanita to continue to employ me for any period of time in the future. I understand that no representative from the City has any authority to enter into any special agreement with me to promise and/or guarantee my employment for any specific time period or to promise me a promotion or transfer, etc., either prior to commencement of employment or after I have become employed, or to assure me of any benefits or terms and conditions of employment, or to make any agreement contrary to the aforementioned.

I hereby represent that each answer to questions incorporated into this application and all other information otherwise furnished by me shall be true, complete, and correct. I understand that incorrect, incomplete, false, or misleading statements/answers/information furnished by me either verbally, or in writing will subject my application to disqualification from further consideration and/or if already employed by the City, when the aforementioned is detected, I will be subject to discipline, up to and including discharge, for falsifying a City record/document, regardless of how much time has elapsed since the date I was employed. In the event that I am employed by the City, I agree to comply with all its orders, rules, regulations, safety policies, and performance standards. Within not more than three (3) days of employment, I will provide proof as required on the US Government, I-9 Form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with Federal Law, I understand that I will be terminated.

I understand that the City of Manzanita may complete a background check of finalists. The type and degree of the background check depends on the position, however, it may include a driving history, criminal records check, and/or any other records checks pertinent to the position. Depending on the type of background check, I understand the City of Manzanita may be required to provide me with additional information. My signature on this application serves as my authorization for the City to conduct any background check for the position which I am applying that does not require additional authorization. My signature further serves as my understanding that the City of Manzanita will provide me with the required notice, disclosure, and request for authorization whenever the background check requires additional authorization such as the Fair Credit Reporting Act or any other State or Federal law that requires additional authorization.

I have read and understand all of the provisions of this acknowledgment. By signing this application, I hold the City of Manzanita harmless for any result of the reference check. I hereby authorize and release from liability all former employers, educational institutions, law enforcement agencies, and/or other government history, driver's license violations and motor vehicle records, that may be in their possession. An offer of employment is conditioned upon satisfactorily passing all criteria required by the position. Depending on the position, these criteria may include laboratory test(s) (including drug testing) and/or a background check.

Applicant's Signature: _____ Date Signed: _____

City of Manzanita

EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

ADDITIONAL WORK EXPERIENCE

Beginning with your present or last job (and working backwards) list all Work Experience including Military, Volunteer and Intern Experience.

Name of Present or Last Employer		Address	
Starting Date Month/Year	Leaving Date Month/Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <u> </u> hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <u> </u> hrs/wk	Reason for Leaving
Job Title (Present or Last)		Name of Supervisor/Title	Phone #

Job Duties:

May we contact this employer? Yes No

Name of Employer		Address	
Starting Date Month/Year	Leaving Date Month/Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <u> </u> hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <u> </u> hrs/wk	Reason for Leaving
Job Title (Present or Last)		Name of Supervisor/Title	Phone #

Job Duties:

May we contact this employer? Yes No

Name of Employer		Address	
Starting Date Month/Year	Leaving Date Month/Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <u> </u> hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <u> </u> hrs/wk	Reason for Leaving
Job Title (Present or Last)		Name of Supervisor/Title	Phone #

Job Duties:

May we contact this employer? Yes No

Name of Employer		Address	
Starting Date Month/Year	Leaving Date Month/Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <u> </u> hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <u> </u> hrs/wk	Reason for Leaving
Job Title (Present or Last)		Name of Supervisor/Title	Phone #

Job Duties:

May we contact this employer? Yes No

The City of Manzanita is subject to various state and federal rules and regulations requiring non-discrimination in employment. Pursuant to these rules and regulations, the City of Manzanita hereby invites you to voluntarily provide information regarding your race/ethnic composition, gender and age.

The City of Manzanita is an equal opportunity employer. All employment decisions are based on qualifications and are made without regard to race, color, religion, national origin, age, sex, disability status, veteran status, marital status and any other legally protected status. As required by law, any information that you provide on this form will be treated as confidential and will be stored separate from all personnel information. This information will be used only to demonstrate compliance with applicable state and federal rules and regulations.

Position Applied For: _____

Sex: Female Male

Age: _____

RACIAL CATEGORY

- | | |
|---|---|
| <input type="checkbox"/> WHITE/CAUCASIAN (not of Hispanic origin) | All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. |
| <input type="checkbox"/> BLACK (not of Hispanic origin) | All persons having origins in any of the racial groups of Africa. |
| <input type="checkbox"/> HISPANIC | All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. |
| <input type="checkbox"/> ASIAN-PACIFIC ISLANDER | All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, and India. |
| <input type="checkbox"/> AMERICAN INDIAN-ALASKAN NATIVE | All persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition as an American Indian or Alaskan Native. |

VOLUNTARY COMPLETION BY APPLICANT. NOT FOR INTERVIEW PURPOSES.

RECRUITMENT SOURCE

How did you become aware of this employment opportunity?

- | | | |
|---|------------------------|--|
| <input type="checkbox"/> Newspaper | Which newspaper? _____ | <input type="checkbox"/> City Job Information Line |
| <input type="checkbox"/> City Employment Announcement | | <input type="checkbox"/> State Employment Office |
| <input type="checkbox"/> City Employee | | <input type="checkbox"/> Other Explain: _____ |
| <input type="checkbox"/> City Website | | |

City of Manzanita, Oregon

Position Description

Job Title: Water Utility Clerk

Supervisor: Public Works Director

Type: Full-Time

FLSA: Non-Exempt

Department: Public Works Department

General Statement of Responsibilities

Performs varied clerical work relative to the activities of the Public Works Department and water utility billing system. Performs front office customer service and general office support tasks.

Supervision Received

Works under the supervision of the Public Works Director.

Supervision Exercised

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel and may assign work to temporary workers.

Examples of Duties - Essential Functions

1. Processes all water utility payments and downloads payment transactions made online with the City's online pay-provider to customer accounts. Prepares check deposits and billing software daily reports. Coordinates with Finance check deposits and monthly reporting. Coordinates quarterly billing and printing of billing statements.
2. Processes meter changes, address and account updates, buyer/seller transfers, and disconnects. Proofs meter reads, reviews adjustment requests, and prepares work orders for public works department follow up.
3. Assists the Public Works Director in performing research, participating in strategic planning, completing required reports, and responding to inquiries from members of the public.
4. Answers customer questions and requests for service related to water billing, leaks and usage issues. Accepts and processes applications for service connections.
5. Answers telephones, transfers calls, receives walk-in customers at the front counter, and answers questions about general utility business and utility accounts.
6. Files, scans, makes copies, prepares incoming and outgoing mail, and performs other general office duties.

7. Follows all safety rules and procedures for work areas.
8. Maintains effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
9. Performs other related duties as assigned.

Screening Criteria

Education and Experience:

- A High School Diploma, or equivalent, supplemented by additional training or coursework in water administration;
- AND Two years of general office/customer service experience.
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.
- An Associate Degree is preferred.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record may be required. Knowledge state, federal, and local laws, rules, and procedures related to assigned areas of responsibility. Knowledge of basic accounting/bookkeeping principles, procedures, and practices. Knowledge of general office procedures and practices; business English, spelling, and punctuation; and personal computer applications in a Windows environment including spreadsheets, database management, and word processing.

Skills: Strong computer skills, preferably in Microsoft Office Suite® and Adobe Acrobat products. Verbal and written communication skills. Interpersonal skills. Excellent customer service skills, including skill to diffuse tense and/or stressful interactions. Strong organizational skills. Skill in performing bookkeeping functions/calculations and preparing reports.

Ability to: Ability accurately enter information into computer database systems. Ability to follow oral and written instructions; prioritize tasks/workloads; complete assigned tasks with little functional oversight; and meet deadlines. Ability to establish and maintain effective working relationships with those encountered in the course of work. Ability to maintain a high language. Ability to pass a criminal background check. Ability to meet the physical demands of the position.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to 10 pounds, occasionally move material up to 25 pounds, and rarely move material over 25 pounds. Manual dexterity and coordination are required for over half of the daily work period which is spent while operating office equipment such as computers, keyboards, 10-key, telephones and other standard office equipment. This position requires both verbal and written communication abilities.

Working Conditions: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is primarily working indoors in an office environment. The employee is not exposed to hazardous conditions. Work area is exposed to pollen and dust. The noise level in the work environment is usually moderate and lighting is adequate.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

SIGNATURES:

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbent Name

Incumbent Signature

Date

Supervisor Name

Supervisor Signature

Date

Date Revised: June 2021