



CITY OF ROGUE RIVER

133 Broadway • Box 1137 Rogue River, Oregon 97537 • (541) 582-4401
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ANNOUNCEMENT OF POSITION OPENING

TITLE: CLERK TYPIST
SUPERVISOR: City Administrator

General Statement of Duties:

Performs varied clerical, secretarial and bookkeeping services; acts as receptionist and cashier; issues various permits and licenses as may be required; assists with mailing water/sewer statements; receives and records payments; makes bank deposits and reconciliations; does related work as required.

Distinguishing Features of the Classification:

An employee in this classification performs receptionist and clerical as well as light bookkeeping duties. Work will involve considerable contact with the general public. An employee in this position is generally expected to work independently, but will refer exceptional situations to the appropriate authority.

Supervision Received:

Work is performed under the supervision of the City Administrator.

Educational and Training Requirements:

Minimum high school graduate or equivalent education. Preference given to post-secondary Secretarial Science training.

Experience:

Two years experience in receptionist duties, typing skills, filing, word processing; or any combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

Ability to:

Properly voucher and document accounts payable/receivable transactions; deal effectively with frequent interruptions; establish and maintain effective working relationships with employees; meet and deal with the public courteously and tactfully.



Minimum Qualifications:

Typing, filing, and letter writing; accurately and with reasonable speed perform simple computations/tabulations; understand and follow simple oral and written instructions; learn clerical tasks readily, and adhere to prescribed departmental routines; posses a general clerical aptitude, and knowledge of basic record keeping.

Essential functions:

Must be able to demonstrate; the ability to type 60 wpm; familiarity with word processing programs, ability to rapidly and accurately operate a 10 key adding machine, and use common office equipment; pleasant but firm telephone presence.

Pre-employment requirements:

Bondable, educational and experience verification. Demonstrated ability to perform essential functions.

Salary and Benefits:

Salary range is \$13.84 to \$16.83 hourly, depending on qualifications. Benefits depend on hours worked monthly and include medical, dental and vision insurance; employee life insurance; paid holidays, sick leave, vacation; and membership in the Public Employees Retirement System (PERS) when eligible.

Schedule:

Part-time or Full-time; Monday through Friday.

Starting Date:

As soon as the position is filled.

Method of Application and Closing Date:

Will remain open until position if filled. Applications may be obtained by contacting:

City of Rogue River
133 Broadway
Box 1137
Rogue River, Oregon 97537
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