



JOB ANNOUNCEMENT

CORBETT WATER DISTRICT – DISTRICT CLERK

OPENING DATE: SEPTEMBER 12, 2022

CLOSING DATE: SEPTEMBER 26, 2022

Corbett Water District is accepting applications for District Clerk. The District Clerk provides a wide variety of bookkeeping, administrative and clerical tasks related to the general operation of the district. The District Clerk is responsible for administering the principal clerical functions of the district as well as serving as the Clerk of the Board of Commissioners.

REQUIRED EDUCATION AND EXPERIENCE:

High School diploma or equivalent

Three years related office experience performing similar job functions, including accounts payable and accounts receivable.

Advanced knowledge of accounting/bookkeeping, or general accounting practices.

Previous experience with the administration of payroll

OR

An equivalent combination of education, training and experience sufficient to successfully perform the essential duties of the job.

DESIRED:

Associates degree in Accounting, Office Administration or closely related field.

Previous experience with utility billing software. Preferably CUSI.

WORK SCHEDULE:

32 Hours per week. Monday through Thursday during regular office hours with variance to include attendance at evening meetings.

PAY AND BENEFITS:

Pay Range: \$23.48 - \$29.70 per hour

Corbett Water District offers an excellent benefits package, including Oregon PERS/Public Service Retirement Plan (OPSRP), 100% medical, dental, and vision premiums paid for employee and 50% for family, employer contributions into a VEBA account, life insurance and short-term disability.

TO APPLY:

Please submit a completed and signed application, resume and cover letter by email to clerk@corbettwater.com or via postal service to ATTN: Ana Linden, Corbett Water District PO Box 6, Corbett Oregon 97019. The detailed job description, application, and Veteran's Preference forms can be obtained from our website at

<https://www.corbettwater.com/job-opportunities/> or to obtain an application by mail, email, or fax, call 503-695-2284.

Pre-employment references and a background check will be conducted upon a contingent offer of employment.

Corbett Water District is an Equal Opportunity Employer.