



## **JOB POSTING**

**The City of Monroe is seeking to fill a full-time position at City Hall for a vacancy created by retirement.**

**Administrative Office/Utility Billing Clerk  
Range \$10-\$15 per hour**

### **ADMINISTRATIVE OFFICE/UTILITY BILLING CLERK**

**GENERAL PURPOSE SUMMARY:** Serve as primary public representative for the municipal organization at City Hall front desk. Responsible for the sewer and water accounts, creation of new accounts, and calculation of monthly utility bills and municipal court; cash receipts; and provides a variety of routine clerical work. Provides support to the City Administrator and other duties as assigned.

**OPEN UNTIL FILLED.**

**QUESTIONS MAY BE DIRECTED TO THE CITY ADMINISTRATOR (541) 847-5175.**

**This is a full-time position with benefits. Dependable office and cash management experience desired. Detailed job description and application are available at city hall, can be emailed upon request, and on the city website at [www.ci.monroe.or.us](http://www.ci.monroe.or.us)**