

**Utility Accounts Clerk/ Receptionist.**

**City of Port Orford - Full time position - \$2,274 – 2,558**

Duties: Perform various administrative, accounts receivable and citation duties. Act as receptionist; answer phones, route messages to appropriate staff, and greet customers at the office window. Receive payment for various City fees; records payment and forward documentation to appropriate staff. Receive, open and distribute mail; does related work as required. Responsible for all functions of the water/sewer utility billing system. The position also requires that you can be CJIS Certified.

**Contact Instructions to Job Seeker:** For a complete job description and to download and print application please visit [www.portorford.org](http://www.portorford.org) or call City Hall at 541-366-4568. **Submit completed application and resume to [jginsburg@portorford.org](mailto:jginsburg@portorford.org)**