



## **Part-Time Utility Service Representative**

The Clatskanie People's Utility District (PUD) is seeking a part-time experienced Utility Service Representative. The primary duties of the Utility Service Representative may include functioning as receptionist, maintenance of customer service and energy program records, billing, payroll, collections, purchase orders, inventory, work-order accounting, and accounts payable, word processing, data base software, spreadsheet, and clerical assistance. This position will also require meter reading; therefore, the job will require walking and carrying of equipment and materials over uneven ground and obstacles under a wide variety of conditions. Applicant must also be able to work in variable weather conditions. Preferred requirements: 4 years experience or any combination of college and/or experience equivalent, possess good interpersonal communication skills and the ability to carry out detailed written or verbal instructions independently, skilled with the use of office equipment and software, maintain a strong attention to detail and hold a valid driver's license. The starting hourly wage will be \$15.82 as established by the IBEW Union Contract. Applications can be picked up at 469 N Nehalem, Clatskanie, OR 97016 or by accessing the Clatskanie PUD website at: [www.clatskaniepud.com](http://www.clatskaniepud.com). Cover letter, application and resume` should be received, no later than January 19<sup>th</sup> at 5 pm. For additional information or questions, please contact Melissa Korsmo at 503-728-2163.