



Office Services Clerk I

This part-time position reports to the Office Supervisor-Office Services and is located at the Electric Center, 1200 Fort Vancouver Way, Vancouver, WA.

WHAT YOU WOULD DO:

- Print and process customer bills, letters and notices daily
- Print utility checks for Accounts Payable
- Maintains inventory of supplies including restocking and preparation for following day
- Troubleshoots issues with printing devices and place service calls as needed
- Submits reports for daily production totals
- Maintains and cleans equipment
- Work with other departments to coordinate printing and mailing projects
- Coordinate projects for completion at local outside vendors
- Shipping and receiving through USPS, FedEx and UPS
- Provide back up during absences
- Assist other departments with miscellaneous projects

QUALIFICATIONS:

High School diploma or general education degree (GED). Experience with computers and using Microsoft Office products with an emphasis on Word and Excel programs. Preference for work experience in printing or mailroom. Successful candidates must demonstrate the ability to communicate effectively with internal and external customers. Critical skills that include the ability to organize time and work independently and work with a high degree of accuracy are highly valued.

HOW TO APPLY:

Clark Public Utilities offers excellent benefits, an attractive wage, and company incentive programs. For confidential consideration, please forward your resume with cover letter via email to jobs@clarkpud.com. Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

Equal Opportunity Employer

At Clark Public Utilities, we are committed to being a place where a diverse mix of talented people want to come, to stay and do their best work.