

Administrative Assistant-Energy Resources

This full-time position reports to the Office Supervisor-Energy Resources and is located at the Electric Center, 1200 Fort Vancouver Way, Vancouver, WA 98663.

WHAT YOU WOULD DO:

This position will perform a variety of duties related to the support of the Energy Resources Department.

- Maintain current understanding of state and federal regulations applicable to utility operation within specific assignments.
- Interpret and apply utility policies and procedures, as well as keep up with department residential program processes.
- Assist with residential programs, including responding to inquiries from customers, working with contractor partners, processing customer rebates, new contractor orientations, and customer weatherization loans and related work.
- Administer filing system to comply with the utility's records management system.
- Assist with conference/event/training registrations and travel reservations.
- Clerical/other duties including but not limited to industrial billing, create and edit documents, business correspondence and forms, spreadsheets, reports, proofreading, prioritizing work, managing deadlines, data entry, answering incoming phone lines, scheduling meetings/events.
- Provide backup support to office supervisor, including energy efficiency and other internal business work as directed.
- Maintain confidentiality with matters requiring secretarial-administrative support.
- Use of databases, Microsoft Office Suite, Clark360 and other software as adopted.
- Perform special assignments and other duties as assigned.

QUALIFICATIONS:

Associate's degree (A.A.) from a two-year college or technical school and at least two years' experience in the performance of responsible clerical work, or any equivalent combination of training and experience. Demonstrated administrative support experience. Ability to demonstrate thorough knowledge of Word, Excel and PowerPoint and ability to use or learn SharePoint software. Ability to type 50 wpm with minimal errors. Must be detail oriented, have outstanding interpersonal skills including a customer service focus, be flexible, team-oriented, work independently, and be a self-starter.

BENEFITS:

Employees and dependents are eligible for medical, dental, vision, basic life insurance and disability insurance. Employees are enrolled in Washington State PERS and may enroll in deferred compensation plans. Employees will also receive eight hours of vacation leave and sick leave every month and twelve paid holidays throughout the calendar year.

SALARY:

Clark Public Utilities' salary ranges are market based and established annually. With full competency in the role and satisfactory performance the target is midpoint within the established range.

Administrative Assistant-Energy Resources: \$54,634 – \$66,091 - \$77,549

HOW TO APPLY:

Please send your resume with a cover letter by February 8, 2023 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.