



Student – Water Services Clerk

This position reports to the Water Department Office Manager and is located at the Operations Center, 8600 NE 117th Avenue, Vancouver, Washington. The scheduled hours of work will be Monday through Friday 7am to 4pm however, work schedules will be determined with consideration around student class schedule commitments.

WHAT YOU WOULD DO:

This position assists with duties in the Water Department including: clerical/miscellaneous duties including but not limited to data entry of backflow test reports, typing letters and forms, proofreading, prioritizing work, managing deadlines, answering incoming phone lines, monitoring e-mail inboxes, responding to e-mails, distributing mail, communicating with contractors/customers.

- Typing/word processing including correspondence, databases, and using Word, Excel, PowerPoint, Clark360, Outlook, and other software as adopted
- Miscellaneous filing and scanning of developer and capital jobs
- Back-up Phone Coverage
- Other miscellaneous projects as needed

QUALIFICATIONS:

- High school graduate, and must be enrolled in college with a minimum of 10 credit hours.
- Must be familiar with using PC based word processing and spreadsheet software (Word and Excel preferred).
- Must demonstrate the ability to type at least 35 words per minute with no more than three errors, and operate a ten-key calculator.
- Knowledge of copy center equipment, mailroom equipment, and records management desirable.
- Strong organizational skills and high degree of accuracy.
- Excellent communication and customer service skills.

BENEFITS:

As a public utility district in Washington State, Clark Public Utilities student employees are enrolled in the Public Employee Retirement System. Student employees will also receive one hour of sick leave for every forty hours worked.

SALARY:

Salary ranges are market based and established annually. Student employees are eligible for pay increases based on the number of hours worked.

2024 salary range:

Minimum: \$17.00/hour

Maximum: \$19.00/hour

HOW TO APPLY:

Please send your resume with a 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.

