



We're Hiring

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 98663. The work schedule is Monday through Friday, 8:00 a.m. to 1:00 p.m.

WHAT YOU WOULD DO:

This position processes and prints utility customer bills, notices and letters and includes, but is not limited to, the following duties and responsibilities:

- Print and process customer bills, letters and notices daily
- Print utility checks for Accounts Payable
- Maintain inventory of supplies including restocking and preparation for following day
- Troubleshoot issues with printing devices and place service calls as needed
- Submit reports on daily production totals
- Maintain and clean 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 backup support to remittance
- 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.

This position is designated as safety-sensitive due to the nature of the work and its potential impact on the safety of employees, the public, and organizational operations. In accordance with our drug-free workplace policy, compliance with applicable testing and safety requirements is a condition of employment.

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:

Employees are compensated within the established salary range. As skills, experience, and sustained performance grow, pay may progress within the range over time, with midpoint serving as a general reference point for employees who are fully proficient in the role.

Office Services Clerk I: \$45,319 – \$53,957 - \$62,596

HOW TO APPLY:

Please send your resume with a cover letter by September 4, 2026, 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 creating a respectful workplace where people from all backgrounds are valued for their skills and contributions.

We strive to ensure everyone feels welcome, supported, and empowered to do their best work while growing meaningful, lasting careers as part of our team.