

ComCare Receptionist

This full-time position reports to the ComCare Supervisor and is located at the Electric Center, 1200 Fort Vancouver Way. The work schedule is Monday through Friday, 8:00 a.m. to 5:00 p.m.

WHAT YOU WOULD DO:

This position serves as a key ambassador for ComCare in the day-to-day functions of the ComCare lobby and reception areas, greeting and facilitating low-income business activities for customers and utility personnel.

- **ComCare Ambassador** - Welcome customers, collect and distribute documentation, direct customers or other visitors to appropriate personnel and field questions. Maintain acute awareness of customer behaviors and interactions while in ComCare. Monitor daily ComCare schedule and assist in coordinating coverage for front desk tasks and schedule changes.
- **Administrative Functions** - Assist ComCare team with file organization, sort and distribute incoming mail, monitor ComCare e-mails, clerical tasks and other additional duties as assigned. Assist ComCare Programs Support Representative and Work Group Leader. Typing and word processing using Word, Excel, LIHEAP Scheduling Manager and other software as adopted.
- **General Communication** - Communicate face to face with walk in customers and agency partners. Answer incoming calls, field questions and serve as an information source. Maintain current understanding of assistance programs qualifications. Interpret and apply utility policies and procedures.

QUALIFICATIONS:

High School diploma or general education degree (GED). Experience with computers, faxing, copying, and scanning. Ability to type at least 35 wpm with minimal errors, and to perform word processing tasks. Preferred proficiency with Microsoft Word and Excel.

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. Regular full-time employees will receive eight hours of sick leave per month, paid vacation based on years of service, and twelve paid holidays throughout the calendar year.

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

2026 ComCare Receptionist:

Min: \$47,864

Mid: \$57,039

Max: \$66,214

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 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.