



UTILITY BILLING CLERK – Prepare and enter customer data; maintains and administers billing system and computerized handheld meter reading system.

MINIMUM EXPERIENCE & EDUCATION – Two years experience in an accounting environment with one year experience with large volume accounts receivable processes; one year experience with database software; graduation from a senior high school or GED, or satisfactory equivalent combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. Wage range: \$12.32 - \$15.73/hr with excellent benefits. Coos Bay-North Bend Water Board is an EOE. To be considered, applicants must apply through Work Source Oregon Employment Dept., 2075 Sheridan, North Bend, Oregon. For more info call (541)756-8459. Closing date: September 15, 2011, 4:00 p.m.