COURT CLERK/UTILITY BILLING TECHNICIAN

The City of Newport is hiring a full-time Court Clerk/Utility Billing Technician at Hiring Range 5. Salary range is from $2477-$3262/month plus excellent benefits.

Perform administrative functions for the municipal court.

Enter and maintain all data in the municipal court database, maintain court records and files as designated in City ordinance and by the State of Oregon.

Perform a variety of duties associated with the examination, validation, coding, posting and reconciliation of fiscal, financial and statistical records.

Requires excellent interpersonal and customer service skills, and the ability to:

1. Perform multiple tasks
2. Learn quickly and work with minimal supervision
3. Perform math transactions quickly and accurately
4. Be proficient in word processing and spreadsheets applications (or be able to learn quickly)

The position requires dealing with sensitive materials in a confidential manner. Minimum qualifications include some higher education or vocational training in: municipal government and utility billing or accounting and municipal court plus two years of previous customer service experience; or equivalent. Associate's Degree in Accounting or closely related field desirable.

Applications are available from Oregon State Employment Division, or on our City of Newport website at www.NewportOregon.gov Applications must be received by 5:00 pm, Wednesday, February 16, 2011 at City of Newport 169 SW Coast Highway Newport, OR 97365. EOE. Only individuals selected for interviews will be notified; that will occur no later than Wednesday, February 23, 2011.