

CITY OF

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711
Fax: (503) 835-3780



JOB ANNOUNCEMENT

CITY CLERK

SALARY: Salary range \$ 18.00 - \$ 23.29 per hour DOQ; excellent benefit package including fully paid family insurance and PERS; full-time

CLOSES: This position is open until filled and the first review of applications is anticipated for February 22, 2021.

APPLY TO: City of Amity
109 Maddox Avenue
P.O. Box 159
Amity, OR 97101
(503) 835-3711

OR EMAIL TO:
njohnson@ci.amity.or.us

SUMMARY AND REQUIRMENTS

The City of Amity is seeking a full-time City Clerk. Benefits include medical/dental/vision insurance, PERS, and vacation. High school diploma or equivalent required, plus three years administrative experience. Must be proficient in Word and Excel. Experience with QuickBooks preferred. Substantial knowledge of municipal accounting practices. Typing, filing, and letter writing skills are required. Duties include cash handling, billing, court administration, processing building permits, planning applications, and providing administrative support for the city recorder and city administrator. Able to attend evening meetings on occasion. Ability to represent the city in a professional, courteous manner is vital. Mandatory background check.

APPLICATION MATERIALS

A cover letter, city application, and resume will be used to select the top candidates.

EQUAL OPPORTUNITY EMPLOYER

The City of Amity is an Equal Opportunity Employer.

A complete position description and application packet is available at City of Amity, 109 Maddox Ave, Amity, OR 97101

DUE TO COVID-19, PLEASE CONTACT 503.835.3711 TO SCHEDULE AN APPOINTMENT TO PICK UP AN APPLICATION AT CITY HALL.