



RECRUITMENT NOTICE

POSITION: Office Specialist

DEPARTMENT: Administration

SALARY RANGE: Salary Range is \$19.23-\$24.04 per hour DOQ

CLOSING DATE: Open until position is filled

BENEFIT PACKAGE INCLUDES: Paid Vacation, Sick Leave, Paid Holidays, Health Insurance, Dental Insurance, Vision Insurance & PERS Retirement

GENERAL STATEMENT

The purpose of this position is to assist the Office Manager with all operations of the office, which includes posting cash receipts, accounts payable, finance, utility billing, payroll process, customer service, and all other basic office functions.

QUALIFICATIONS & REQUIREMENTS

Education: High school diploma, GED certificate, or equivalent.

Requirements:

- Customer service skills
- Computer skills
- 10-key adding machine skills
- Multiple phone line skills
- Utility billing program experience is helpful
- Accounts payable experience is helpful
- Posting cash receipts & invoice skills are helpful
- Must successfully pass a pre-employment drug screening

JOB DESCRIPTION AND RESPONSIBILITIES

General Statement of Duties:

To assist the Office Manager with all operations of the office. Must know how to operate general office equipment; as well as computing operating system, accounting software and billing programs. Also, must do weekly back-up on server.

Supervision Received:

Works under the supervision of the Office Manager, Assistant Office Manager, and District Superintendent. Work will be performed with minimal supervision.

Supervision Exercised:

Supervision is not a normal responsibility of this position. The Office Specialist may act as directed by the Office Manager, as the Districts' representative in dealing with any individual, group, organization or contractor.

Principle Duties and Responsibilities:

Acts as a full charge Bookkeeper for NOSD

Filing-NOSD

Typing Letters/Reports-NOSD

Budget Preparation-NOSD

Process Mail-NOSD

Attends Board Meetings-NOSD

Customers/Contractors

Errands/Shopping

Janitorial

Miscellaneous Duties: Assist Operators in the Lab and on Pump Station rounds when and if needed.

Other duties as assigned by District Superintendent, Office Manager, Assistant Office Manager and Board Members.

APPLICATION PROCESS

The Employment Application may be downloaded from NOSD's website at n-o-s-d.com or obtained from our office at 1755 Cape Meares Loop Rd. W., Tillamook, OR 97141.

****Resumes may be included but will not be accepted in lieu of NOSD's Employment Application***