

# City of Canyonville **NOW HIRING**

## **ENTRY LEVEL UTILITY BILLING CLERK/ ADMINISTRATIVE ASSISTANT**

**\$2,190 - \$2,858/Mo.**

*Plus Full Benefit Package*

**Full Time | Position Closes: 12/17/18**

The City of Canyonville is seeking a self-motivated individual for an entry level position. Primary responsibilities will be Utility Billing, clerical work, and receptionist responsibilities. Must be computer literate, poses excellent public relations skills, and cash handling experience.

Application and full job description at:

**Canyonville City Hall, 250 N Main St**

**Canyonville, OR 97417**

**or [www.cityofcanyonville.com](http://www.cityofcanyonville.com)**

**Submit application, cover letter, resume,  
and veteran's preference information  
(if applicable) to:**

**City of Canyonville, PO Box 765  
Canyonville, OR 97417**

Canyonville is an Equal Opportunity Employer.