



## CITY OF AUMSVILLE

### ***EMPLOYMENT OPPORTUNITY-Receptionist/Office Assistant***

The city is currently searching for a Receptionist/Office Assistant to join our team of outstanding municipal professionals. The position serves with and under the general direction of the City Administrator. Pay rate: \$12.25-\$15.96 per hour D.O.E. plus excellent benefits, including health/dental/vision insurance and participation in the Public Employee Retirement System (PERS).

This position performs varied tasks including customer service and office support duties relating to utility billing, reception, assisting with Court administration and other general office duties.

Requirements include: high school diploma or GED equivalent; two years of experience in customer service and office environment, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties; and other desirable qualifications.

**A City of Aumsville application is required and available with a full position description at [www.aumsville.us](http://www.aumsville.us) or contact city hall at 595 Main Street, Aumsville - (503) 749-2030.**

**Open until filled.**

Equal Opportunity Employer, Criminal Background check Required