

The Town of Oriental is advertising for a Full Time Office Assistant/ Billing Clerk

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs responsible clerical work assisting clients and citizens with appointments, services and records and performing clerical support work; does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 40 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is generally not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Serving as receptionist; answering telephone, providing information, preparing and maintaining files and records; tracking and filing state required reports, word processing, and data entry duties, taking water system payments, processing new accounts, adjustments.

Greets citizens and clients, answers routine inquiries or refers to appropriate agency personnel;

Routes calls, provides basic information to callers; opens, sorts, and distributes mail and other materials; secures customer data, retrieves and updates files, completes informational forms and computerized files and records; assists the public with the completion of standardized documents; screens, keys and reconciles data input; assembles, processes and files data and records; receives citizen's complaints and service requests and resolves them within the framework of established policies, procedures and laws and ordinances; operates office equipment, enters and retrieves data through computer terminal; Processes work orders from open to closed for Public Works; Sorts, codes, and pays bills, accesses accounts payable and receivable accounts. Performs related tasks as required. May be included in Emergency personnel/ must be available in Weather/Natural Disasters.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of standard office methods, procedures, and computer programs, business English, spelling and arithmetic; general knowledge of departmental programs and policies; ability to operate computer and standard office machines and type accurately at a reasonable rate of speed; ability to make decisions relating to assigned operations in conformance with applicable laws and policies; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with associates, supervisor, and the public. Proficiency with Word ©, Excel ©. Must be able to be bonded and pass background check and drug screening.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in general clerical work/ accounting/ billing service involving contact with the public. Experience with Logics© Solutions/ GovTech software a plus.

SPECIAL REQUIREMENTS:

Requires possession of an appropriate driver's license valid in the State of North Carolina.

Must be willing and able to be certified as Notary Public. Must be flexible with schedule for staff shortage coverages and additional meetings. Must be willing to work 40 hrs/week, occasional overtime.

COMPENSATION: This position will open between \$12.00/hour and \$12.50/hour, benefits include paid vacation and sick time accumulation, paid Blue Cross/Blue Shield Health, Eye Care, and Dental.

TO APPLY: go to www.TownOfOriental.com , download and complete employment application, deliver/mail application, cover letter, and resume to Town Hall, 507 Church St, Oriental, NC 28571

OPEN UNTIL FILLED

TOWN OF ORIENTAL
APPLICATION FOR EMPLOYMENT

(BACKGROUND CHECK PERFORMED ON ALL APPLICANTS – RANDOM DRUG TEST PERFORMED)

PLEASE PRINT

NAME: _____ SSN: _____

PRESENT ADDRESS: _____

PERMANENT ADDRESS: _____

PHONE: _____ (CELL)

(HOME)

DL NUMBER AND STATE: _____ ARE YOU A U.S. CITIZEN OR
AN ALIEN AUTHORIZED TO WORK IN THE U.S.?

YES _____ NO _____

POSITION DESIRED: _____

DATE AVAILABLE: _____ DESIRED SALARY: _____

ARE YOU CURRENTLY EMPLOYED? _____ IF SO, MAY WE CONTACT
YOUR CURRENT EMPLOYER?

_____ HAVE YOU EVER
APPLIED TO THE TOWN OF ORIENTAL BEFORE, AND IF SO, WHEN?

_____ WERE YOU REFERRED BY ANYONE? _____

EDUCATION:

HIGH SCHOOL: _____

YEARS ATTENDED: _____ DID YOU GRADUATE:

_____ COLLEGE, TRADE, OR BUSINESS SCHOOL

_____ YEARS ATTENDED: _____

DID YOU GRADUATE:

_____ MAJOR/DEGREE:

_____ SPECIAL SKILLS:

_____ ACTIVITIES: (CIVIC, ATHLETIC, ETC.):

U.S. MILITARY SERVICE: _____ YEARS SERVED: _____

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH MOST RECENT ONE FIRST)

DATE MONTH/YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
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REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR:

NAME	ADDRESS/ PHONE	BUSINESS	YEARS ACQUAINTED
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1. _____

2. _____

3. _____

IN CASE OF EMERGENCY NOTIFY: _____ PHONE: _____

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT CAUSE.

THIS JOB POSITION INVOLVES, BUT IS NOT LIMITED TO, BENDING, LIFTING, OPERATION OF THE WATER PLANT, GRASS CUTTING, INSTALLING WATER METERS, STREET REPAIR, ETC. IS THERE ANY MEDICAL REASON WHY YOU CANNOT PERFORM THIS JOB? IF YES, EXPLAIN: _____

All applicants must be able to pass background checks and drug testing.

SIGNATURE

DATE