

GENERAL OFFICE CLERK

The City of Boardman is looking for a full time General Office Clerk. Top candidates should have: great customer service skills, strong computer skills, previous office experience preferred and knowledge of construction a plus. The Clerk will help with day to day operations of City Hall including accepting plans and preparing permits for the Building Dept.

This is a represented position. Beginning salary is \$30,686.00 per year. A great benefit package including health insurance and PERS retirement.

Contact Joanna Dahm at Boardman City Hall located at 200 City Center Circle, Monday thru Friday or call (541) 481-9252 for further information. Deadline for applications is February 24, 2015 @ 5 p.m.

Application Instructions

Please provide a cover letter and resume. Please complete a pre-printed application. Please provide packet of required information in this order:

Cover Letter, Resume, Pre-printed Application.

Faxes and emails are accepted, but originals are required to be in the office by February 25, 2015 @ 5 p.m.