



THE PEARL OF TILLAMOOK BAY

City of Bay City

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Bay City, OR 97107
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TDD 7-1-1
www.ci.bay-city.or.us

Job Opening **Deputy Recorder / Utility Clerk**

The City of Bay City is accepting applications for the Deputy Recorder / Utility Clerk position. Qualifications include a High School diploma or equivalent, and at least 2 years of related work experience. Proficiency with Microsoft 365, strong written and verbal communication skills, and advanced knowledge of administrative and general office practices and procedures. See job description for a complete list of job duties and qualifications. Salary range \$4,008 - \$5,371 per month depending on experience.

The job description and application are available online at www.ci.bay-city.or.us or can be picked up at Bay City Hall at 5525 B Street, Bay City, OR 97107. This position is open until filled. Please submit all applications and resumes to City Hall at 5525 B Street, Bay City, OR 97107 or they can be emailed to Lindsey Gann at lgann@ci.bay-city.or.us.

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