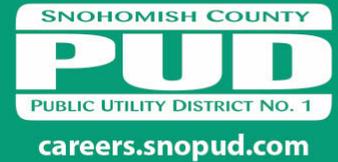


Join Our Team!



We are the nation's 12th largest public utility, serving over 350,000 electric customers and 20,000 water customers with a work force of over 1,000. Our service territory covers more than 2,200 square miles north of Seattle, including all of Snohomish County and Camano Island

We are currently accepting applications for the following position:

Office Technician 2

Job #11887
\$23.53 / Hour

Basic Responsibilities

Performs varied and more complex office and clerical support to assigned department(s) including (but not limited to): working with customers projecting a positive customer service attitude; answering general questions and providing phone coverage for assigned department(s); developing word processing and spreadsheet documents using appropriate computer software applications; and using District's e-mail and calendaring system as necessary.

Minimum Qualifications

- High School diploma or equivalent.
- Three (3) years of general office clerical experience.

Certification/Testing

Qualified applicants are required to pass various computer-based skills testing that directly relates to the job, which include the following:

- Typing at 50 net words per minute.
- Data Entry/10-key at 200 net keys per minute.
- Excel at a Basic/Intermediate level.
- Grammar at an Intermediate level.
- Basic Math.
- Proofreading at an Intermediate level.
- Word at a Basic/Intermediate level.

Benefits

In addition to a competitive compensation program, Snohomish County PUD #1 offers a comprehensive benefits package. More details can be found at: www.snopud.com/benefitoverview.

To Apply

Fully complete the online application at careers.snopud.com by no later than February 25, 2021. A full job description is available on the website.

Apply by visiting careers.snopud.com

We are an Equal Opportunity Employer of minorities, women, disabled, and veterans. The PUD is fully committed to equal employment opportunity and its affirmative action commitments, and shall recruit, employ, advance in employment and compensate qualified individuals at all levels without regard to race, color, national origin, sex, sexual orientation, gender identity, gender expression, religion, creed, ethnic background, marital status, age (40 years or over), favorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, the use of a trained dog guide or service animal for a person with a disability, HIV/AIDS/Hepatitis C status, genetics, or any other basis prohibited by local, state or federal laws; and shall not discriminate against any individual, nor any such characteristic. This policy has the full support of the PUD's Leadership Team and CEO/General Manager.