

UMATILLA COUNTY

EMPLOYMENT OPPORTUNITY

UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

AN EQUAL OPPORTUNITY EMPLOYER

August 18, 2017

17-40

POSITION ANNOUNCEMENT

POSITION: Office Assistant III

POSITION #: 17-40

DEPARTMENT: CDDP (Pendleton)

SALARY: \$2,607.00/Month to start
Plus excellent benefits

CLOSING: Open Until Filled

DESCRIPTION: Provide administrative support to Program Manager, and general clerical support for the Developmental Disabilities Program staff while performing the duties of a receptionist for the CDDP/Juvenile Office.

REQUIREMENTS:

- Able to demonstrate by conduct the competencies required by OAR and compliance with CDDP Program, Umatilla County policy and procedures.
- Able to communicate effectively in English and Spanish, orally and in writing; respond to changes desired by citizens and staff; establish and maintain cooperative working relationships with government agencies, community groups, county employees and the public.
- Must participate in 20 hours per year of State of Oregon sponsored training or other applicable training.
- Must demonstrate ability to act on personal initiative using sound judgment.
- Must be proficient with computer programs, Word, Excel and others as required.
- Must possess a valid driver's license.
- Must have at least one year working in the human service field and three years' experience in all aspects of program support.
- High School Diploma or GED.
- Proficient in Microsoft Office
- An equivalent combination of experience and training that will demonstrate the required knowledge and abilities to perform the duties of this position.
- Knowledge of Intellectual/ Developmental Disabilities systems and programs is an advantage.

HOW TO APPLY: Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at www.umatillacounty.net or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to hr@umatillacounty.net.