

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

June 25, 2018

18-33

POSITION ANNOUNCEMENT

POSITION: Office Assistant (Temporary/Non Benefited)
POSITION #: 18-33
DEPARTMENT: Fair
SALARY: \$10.50/Hourly
CLOSING: Open Until Filled – 1st Review July 9, 2018 (4 Openings)

DESCRIPTION: Temporary, seasonal position to provide support for the Fair Coordinator and Fair Board.

REQUIREMENTS:

1. At least intermediate knowledge of: Microsoft Excel, Publisher and Word along with G-Mail and internet search engines.
2. Cash handling and proper documentation and recording and reporting of items sold.
3. Knowledge of front office procedures and practicing professional office etiquette.
4. Must use proper grammar when communicating.
5. Legible handwriting.
6. Must be a team player and accept supervision from Board members, Fair Coordinator or assigned liaison.
7. Ability to change and adapt from one task to another often in a fast paced environment, with a positive attitude.
8. Must be a quick and confident learner.
9. Knowledge of office equipment including photocopying machines, computer and credit card machine etc.
10. Knowledge of basic accounting clerk procedures and ability to use a 10-key calculator helpful.
11. Ability to deal with public in a pleasant and tactful manner and to direct difficult issues to Supervisor.
12. Ability to complete clerical transactions rapidly and accurately.
13. Ability to follow written and oral instructions.
14. Ability to establish and maintain effective working relationships with board members, supervisor, employees and the public.
15. Excellent organizational skills and the initiative to work independently in a fast paced environment.

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.