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# Administrative Aide

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DECEMBER 3, 2021

**Umatilla County**

<https://www.co.umatilla.or.us/departments/hr>

216 SE 4<sup>th</sup> Street, Pendleton OR 97801

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TDD (Hearing Impaired): 541-278-5467

An Equal Opportunity Employer



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# Umatilla County

[Apply Here](#)

## Administrative Aide

Position # 21-70

**SALARY:** \$3,124.00/ Month - Plus Excellent Benefits  
**CLOSING:** Open Until Filled- Weekly Review Starting 12/20/2021 (5:00pm)  
**DEPARTMENT:** Fair (Hermiston, Or)

### Description:

This position is responsible for administrative and clerical support related to the operation and management of the Umatilla County Fair and provides direct support to Umatilla County Fair Manager and the Umatilla County Fair Board. Principal duties involve maintaining accurate financial records and submitting billings and financial reports as required. The person in this position provides direction to temporary staff members during the annual fair. Additional duties include maintaining accurate organizational records and meeting minutes, providing a responsive and client friendly office atmosphere, answering telephone, creating and maintaining electronic forms and databases, responding to email correspondence and serving as liaison regarding functional aspects of all fair activities.

### Requirements:

- High School Diploma/GED and Valid Oregon drivers' license required.
- Education or experience in office procedures, office etiquette, basic accounting, bookkeeping and cash handling is preferred.
- Shows initiative and self-motivation and has ability to interact effectively and professionally with customers, staff, volunteers, the general public and other County employees.
- High level of proficiency in written and oral communications.
- Excellent computer skills including word processing, spreadsheet and accounting software. (MS Excel, Word, Publisher and web-based point of sale (POS) systems such as SQUARE. Along with use of hand-held devices such as tablets and smart phones. Strong working knowledge of Excel, internet and social media platform navigation skills.
- Ability to prioritize work assignments, take initiative and multi-task with minimum supervision.

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](http://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](mailto:hr@umatillacounty.net).

AN EQUAL OPPORTUNITY EMPLOYER