



UNION COUNTY BOARD OF COMMISSIONERS

Steve McClure, Commissioner
Jack Howard, Commissioner
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NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

POSITION: Senior Department Specialist
Union County Commissioners/Administrative Office

OPENING DATE: May 29, 2018

CLOSING DATE: June 14, 2018

FTE: 1.0 FTE (37.5 hours per week)

SALARY: Range 11 - \$2627 - \$3399/month with benefits

Performs clerical and administrative duties for the Union County Administrative Office. Requires ability to prepare minutes, meeting packets, public notices, etc; establish and maintain harmonious working relationships with other employees, departments and the general public; skill in Microsoft Office & Microsoft Excel, operation of office equipment and general office practices and procedures; ability to communicate effectively both verbally and in writing. High school graduation or equivalency, preferably supplemented with additional training in office management; and two years of progressively responsible office experience; or any equivalent combination of experience and training which demonstrates the ability to perform the duties of the position. See job description for additional details and requirements.

APPLY: Union County Administrative Office
1106 K Avenue
La Grande, OR 97850

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

UNION COUNTY

Job Description

JOB TITLE: Sr. Department Specialist/Secretary **DEPARTMENT:** Commissioners

APPROVED BY: Administrative Officer **DATE:** May 29, 2018

PURPOSE OF POSITION:

Perform a variety of clerical, administrative, and secretarial functions in support of the County Commissioners and Administrative Officer; does related work as required.

ESSENTIAL JOB FUNCTIONS:

Attend meetings recording matters discussed and action taken; prepare minutes for distribution.

Schedule meetings, prepare and distribute agenda packets and materials for various meetings; provide public notification of meetings in compliance with open meeting laws.

Serve as staff to various advisory committees, including meeting organization, notices, facilitation and minutes.

Compile data for questionnaires, budget preparation, and reports, performing necessary research in developing the information; prepare work sheets and tables of some complexity and make computations of materials assembled.

Assist Administrative Officer in preparation of proposals for negotiations with employee unions. Attend negotiation sessions and take minutes. Gather data for negotiation purposes and assist in costing out proposals.

Assist in human resources maintaining personnel files, performance review notifications, job opening notices, etc.

Prepare court orders, resolutions, ordinances, and other correspondence from rough drafts, general instruction or self initiation.

Prepare and process purchase orders for payment.

Take messages for and page maintenance and custodial workers as appropriate.

Type a variety of routine materials from rough draft or oral instructions, making appropriate changes or corrections in grammar, punctuation and spelling.

Assist in general file maintenance and material copy and distribution.

Operate a full scope of office equipment including desktop computer, calculator, copy machine, fax machine and telephone system.

AUXILLIARY JOB FUNCTIONS:

Answer telephones, courteously directing calls to the appropriate individual or taking messages.

Act as receptionist, courteously greeting visitors and responding to routine inquiries or directing visitors to the appropriate individual or department.

Receive and distribute forms, documents and faxes; open, sort and distribute mail.

Schedule use of conference rooms in county buildings, checking out keys as appropriate.

Schedule use of county vehicles.

Maintain work areas in a clean and orderly manner.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

High school diploma or equivalency, preferably supplemented by additional training in secretarial or office management and two years of progressively responsible office experience; or any equivalent combination of experience and training which demonstrates the ability to perform the duties of the position.

Ability to establish and maintain harmonious working relationships with other employees, departments, and the general public; meet and respond to public and private officials in a courteous, effective manner; and exercise good judgement, courtesy, and tact in public contacts.

Ability to maintain confidentiality of sensitive documents and information.

Skill in use of Microsoft Word and Excel, skill in use of the Internet, operation of office equipment, and general office practices and procedures.

Knowledge and skill in the proper use of grammar, spelling and punctuation.

Desirable Requirements:

Experience in meeting facilitation and minute preparation.

Ability to accurately file and retrieve documents.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects and tools. The position requires mobility, manual dexterity, and coordination for over 75% of the work period while operating equipment such as computer keyboard, telephone console, calculator, etc. Duties may involve moving materials weighing up to 20 pounds on a regular basis.

WORKING CONDITIONS:

The majority of duties take place in an indoor office with usual office working conditions. Outdoor travel between county buildings is required for a short period each day. The noise level in the work environment is typical of most office environments. Attendance at occasional evening meetings is required.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position.

SUPERVISION RECEIVED:

Works under the general supervision of the Administrative Officer.