



# UNION COUNTY BOARD OF COMMISSIONERS

Donna Beverage, Commissioner  
Paul Anderes, Commissioner  
R. Matthew Scarfo, Commissioner

Shelley Burgess, Administrative Officer

1106 K Avenue

La Grande, OR 97850

PHONE (541)963-1001 FAX (541)963-1079

## NOTICE OF JOB OPENING

Recruitment is open to all that 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:** Clerical Assistant  
Union County Juvenile Department

**OPENING DATE:** May 4, 2021

**CLOSING DATE:** May 18, 2021 – 5:00 PM

**FTE:** .53 FTE (20 hours per week)

**SALARY:** Range 8 (\$1290 - \$1647/month) with proportionate benefits

**PURPOSE OF POSITION:** Performs specialized clerical duties to maintain and process records and forms in direct support of departmental programs. An employee in this class handles clerical functions – typing, filing, record keeping and computer data entry – requiring knowledge of the departmental operations, policies, procedures, terminologies and governing laws. Work is performed under supervision with instructions being given for new or unusual assignments. On day to day tasks, the employee is expected to work with considerable independence.

**JOB QUALIFICATIONS REQUIREMENTS:** Considerable knowledge of different filing systems including alphabetical, numerical and chronological. Considerable knowledge of professional English, spelling and punctuation. Knowledge and skill in general office practices and procedures. The ability to organize, file and retrieve materials and documents. Ability to interact with the public and other agencies and providers courteously and tactfully. Ability to make mathematical computations and tabulations with speed and accuracy. Establish priorities and organize own workload. Retrieve data from records, keep and arrange it for statistical and other reporting purposes. Research problems and determine source of error and correct. Understand governing regulations of assigned functions. Use independent judgment in making decisions within prescribed policies and procedures. Skills in the operation of standard office equipment including the operation of a computer to update and access files, computer word processing and typing. Must be proficient in Microsoft Office. Must satisfactorily complete the Notary Public test and receive certification. Must pass a law enforcement background check. High school graduation or equivalency, and one year of experience performing clerical work or any equivalent combination of experience and training which demonstrates the ability to perform the described job duties.

See job description for additional information on duties and requirements.

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

**Application Available at:** <http://union-county.org/administrative-services/employment/>

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**