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

Shelley Burgess, Administrative Officer

UNION COUNTY
BOARD OF COMMISSIONERS

1106 K Avenue La Grande, OR 97850 PHONE (541)963-1001 FAX (541)963-1079

NOTICE OF JOB OPENING

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

POSITION: Senior Department Specialist
Union County Clerk's Office

OPENING DATE: July 26, 2021

CLOSING DATE: August 6, 2021, 4:00 PM

FTE: Position 1 - .53 FTE (20 hours per week with proportionate benefits)
Position 2 - Part-time (16 hours per week, non-benefitted position)

SALARY: Position 1 - $1523 - $2069 per month
Position 2 - $17.69 per hour

Performs day-to-day activities of the County Clerk's Office; Requires ability to perform recordkeeping and clerical operations; establish and maintain harmonious working relationships with other employees, departments and the general public; skill in word processing, 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 practices; and two years of progressively responsible office experience, which includes elections and/or document recording 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.

TO APPLY: Submit completed Union County application and any supporting documents prior to closing date to:

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

Application document available at https://union-county.org/wp-content/uploads/2015/01/UNION-COUNTY-EMPLOYMENT-APPLICATION-Updated-10-2017.pdf

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER