



UNION COUNTY BOARD OF COMMISSIONERS

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

Shelley Burgess, Administrative Officer

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La Grande, OR 97850

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NOTICE OF JOB OPENING

This 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: Legal Secretary
Union County Juvenile Department

OPENING DATE: October 12, 2021

CLOSING DATE: October 29, 2021, 4:00 PM

FTE: 1.0 FTE (37.5 hours per week)

SALARY: Range 11, \$2,874 - \$3,904/month

Performs a variety of secretarial and clerical duties in support of the operations of the Juvenile Department, including preparation of legal forms and documents, does related work as required. An employee in this classification performs secretarial functions requiring knowledge of department operations, policies and terminology, and the handling of sensitive and confidential information.

Mandatory requirements include high school graduation or equivalency and 2 years of progressively responsible secretarial or clerical work preferably in a legal environment, or any equivalent combination of experience and training which demonstrates the ability to perform the duties of the position. Must satisfactorily complete the Notary Public test and receive notary certification. Must pass a law enforcement background check.

See Job Description for Additional Requirements, Duties and Responsibilities.

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