



# 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 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 Clerk's Office

**OPENING DATE:** April 25, 2023

**CLOSING DATE:** May 10, 2023

**FTE:** Part-time 16 hours/week, non-benefitted position

**SALARY:** \$19.58 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**