

CLATSOP COUNTY

INVITES APPLICATIONS FOR

ADMINISTRATIVE SUPPORT IV

Part-time

Wage \$15.00 - \$18.23/hour

+ Benefits

Applications are invited for the position of Part-time Administrative Support IV with Clatsop County Central Services to provide secretarial and administrative assistance. Position is .5 FTE (full-time equivalent) 20 hours a week total, Monday through Friday, 9 a.m. to 1 p.m.

MANDATORY QUALIFICATION REQUIREMENTS: Thorough knowledge of clerical and administrative support profession good record keeping skills; knowledge of accounting related functions; ability to read and write proficiently; proven ability to interact with peers and the public in a professional and customer friendly manner; ability to read and understand difficult and complex documents, good problem solving and multitasking skills is essential; knowledge of office procedures and operation of various office equipment; advanced data entry and computer operations skills; working knowledge of PC and word processing software. A minimum of a high school diploma and two years clerical or administrative support experience is required or any satisfactory combination, of experience or training.

DESIRABLE QUALIFICATIONS: Knowledge of word processing software utilized by the County and previous experience in a clerical or administrative position with a County department is desirable.

APPLICATION PROCEDURE: Obtain and submit completed Clatsop County Employment Application form and supplemental questions to the State of Oregon Employment Department, 450 Marine Drive, Suite 110, Astoria, Oregon 97103 (503)325-4821, FAX (503) 325-2918.

Applications accepted no later than 5:00 p.m. Friday, September 10, 2010. *Your application must clearly show your qualifications for the position to receive further consideration. Incomplete and/or unsigned applications may result in disqualification. A resume may not substitute for an application (but it is highly desirable that you attach a resume and cover letter to your application as a supplement). Successful applicants will be required to pass a post-offer drug screen, physical capabilities examination, criminal background history check and show proof of eligibility to work in the United States. During any phase of the hiring process, applicants with disabilities should inform the County Manager's office if reasonable accommodations are needed to demonstrate their qualifications to perform the duties of the job.*

This announcement is generally descriptive of the duties and qualifications for the job. It is not to be construed as an expressed or implied contract. Clatsop County is an Affirmative Action/Equal Opportunity Employer.

APPLICANT: REVIEW THIS LIST OF ESSENTIAL JOB FUNCTIONS
ESSENTIAL JOB FUNCTIONS
Administrative Support IV

Perform clerical and administrative duties within department / division; schedule and confirm appointments and meetings for department director and others to which assigned; arrange local or out-of-town reservations for conferences to include transportation and lodging for County personnel; prepare agendas, attend meetings, take, transcribe and assure timely distribution of minutes.

Perform department reception and customer service duties; greet visitors, respond to incoming telephone calls, determine nature of call and provide accurate information or forward to appropriate person or department; respond to inquiries and/or complaints directed from the public; place phone calls; send and receive emails; send faxes; make photocopies; pick up, sort and distribute mail, etc.

Compose and/or word process a variety of documents, such as letters, memos, reports, charts, forms, agendas, spreadsheets, tables, minutes, etc. Verify and correct grammar, spelling, format etc. Accurately enter into and retrieve data from computer files.

Research and compile data from a variety of sources and prepare reports as requested regarding procedures, special assessments, various statistics or other items of similar complexity. May involve statistical calculations and tabulations in accordance with established formulas, posting and balancing.

Maintain appropriate records and filing systems of assigned programs and perform any required follow-up actions, e.g. submit reports, distribute information, etc. Maintain confidentiality and comply with all County administrative and personnel policies.

Assist in the processing of various forms and documents; check completed forms and documents for accuracy, compliance, etc. Accurately enter and retrieve data from computer files.

Assist in training and guiding the work activities of subordinate, new and casual employees as authorized. May act as lead employee on some projects as assigned.

Develop and maintain department procedures, routines and filing systems. Work independently to plan and arrange own work sequence.

Serve as a point of coordination or contact as authorized in various departmental matters, e.g. data processing liaison.

Pick up, sort and distribute mail for department / division.

Follow all safety rules and procedures established for work areas.

I understand the essential functions of this job, as given above. I also understand that all of the duties are not described above and that I will perform those above and other related duties as directed by my supervisor and management.

Signature

Date

**CLATSOP COUNTY
SUPPLEMENTAL QUESTIONNAIRE
Administrative Support IV – Central Services**

NAME _____

Please write answers to each of the following questions and include them with your application. Use only the space allowed on this form. Your application will not be considered without complete answers to each question. You must also completely fill out the experience section of the application.

Your responses will be judged for content and presentation. Presentation includes clarity, neatness, spelling, punctuation and grammar.

1) Describe the types of **word processing** software and **spreadsheet** functions you have performed. Describe the kinds of documents you have processed.

2) Describe a set of detailed written procedures, which you have applied. Be specific about your responsibility for independently interpreting and applying them.

I certify I have prepared the responses to the above questions.

SIGNATURE _____ DATE _____