

Columbia County

Employment Opportunity

Civil Service Commission
230 Strand Street, St. Helens, OR 97051
Phone: (503)397-3874
www.co.columbia.or.us

November 22, 2016

POSITION: OFFICE SPECIALIST. This position is full-time and Civil Service eligible.

ANNOUNCEMENT #: 16-003

DEPARTMENT: Board of County Commissioners' Office

SALARY: \$2,843 - \$3,519 per month. 37.5 hour full time work week. Appointment is typically at the beginning of the range. Excellent benefits.

CLOSING: DECEMBER 14, 2016. Application must be **received** electronically by 5:00 pm on the closing date. **Applications will only be accepted via online submission**

PLEASE NOTE: This recruitment is open to applicants who meet the requirements below and will be used to fill a current vacancy and vacancies that **may** occur in the next twelve months. **Do not attach letters of recommendation/reference and/or resumes to applications; letters and resumes may be submitted at time of interview.** You will be notified of your status on the hiring list approximately shortly after the closing date.

DUTIES: Perform secretarial/clerical duties in support of the department, including answering telephone and greeting public, providing requested information, typing, scheduling appointments, issuing receipts and maintaining records.

TO QUALIFY: Equivalent to high school graduation plus at least three years providing administrative support in a general office setting.

TO APPLY: Applicants **MUST** submit the Columbia County application form. The application must be filled out completely for consideration and the instructions online for submittal followed correctly. Incomplete or unsigned applications or applications not saved and submitted in the appropriate format will not be accepted. Complete the application online and email to HRJobs@co.columbia.or.us

An Equal Opportunity Employer (a copy of the County's EEOP may be obtained by calling the number listed above)