

Columbia County

Employment Opportunity

Civil Service Commission

230 Strand Street, St. Helens, OR 97051

Phone: (503)397-3874
www.co.columbia.or.us

September 13, 2017

PART-TIME (24 Hours per Week)

POSITION: OFFICE SPECIALIST - HUMAN RESOURCES. This position is part time at .6 FTE/24 hours per week, Civil Service but not represented by a union and is one of two people who work in the HR Department supporting around 200 employees at Columbia County. The anticipated work schedule is Mon-Thurs plus every other Friday, approximately 9:30 am - 2:45 pm, with some flexibility as to actual start/stop times.

ANNOUNCEMENT #: 17-003 **DEPARTMENT:** Human Resources

SALARY: \$17.86-\$22.11 per hour. Pro-rated benefits (at 60%) including paid PERS.

CLOSING: OCTOBER 2, 2017. Applications must be **received** electronically by 5:00 pm on the closing date. **Applications will only be accepted via online submission**

DUTIES: Provide advanced secretarial and administrative support to the Human Resources Department and HR Director, working with sensitive and confidential information.

TO QUALIFY: High school graduation, preferably with additional training or education. At least four years of responsible work in administrative support which demonstrates progressively responsible duties with a preference for prior experience working in HR. Strong computers skills are required with a background in numerous software programs, including the Microsoft Office Suite (Word, Excel) and PDF editing software, as well as online databases such as training management programs, workers compensation tracking and web based HRIS. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

TO APPLY: Applicants **MUST** submit the Columbia County application form. The application form must be filled out completely for consideration and the instructions online for submittal followed correctly. Incomplete or unsigned applications or applications not saved in the appropriate format will not be accepted. A thorough background check, including criminal history, will be conducted of final candidates.

APPLICATIONS: Columbia County Civil Service applications are mandatory. Complete the application online and email along with a resume 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)