Employment Opportunity

Administrative Staff Assistant

Public Works Department

$21.00 an hour. This is a part time (19 hrs/wk), non-represented, non-benefitted position.

The City of West Linn is seeking an exceptional Administrative Staff Assistant.

### General Function:

Position has direct responsibility for the operations of the front counter located in the Public Works Operations building working under the direction of the Public Works Director with occasional contributions from other department heads. Position performs a wide variety of responsible, complex and advanced secretarial and clerical work fulfilling the functions of the position including providing excellent customer service to the front counter citizenry traffic and assistance in promoting excellent customer service processes throughout City operations. These duties are carried out with a high degree of confidentiality, discretion, and independent judgment.

Requires graduation from high school or equivalent GED Certificate, supplemented by courses in office, secretarial practices, and customer service training. Three (3) years of progressively responsible customer service type of experience including office assistance, record keeping and secretarial work required. Any combination of education and work experience as determined by the hiring authority may be considered. Must have experience meeting and dealing with the public while maintaining a pleasant and courteous manner. Proficiency in word processing/or spreadsheet software is required.

Interested and qualified individuals must submit: A completed City of West Linn application, Essential Functions Form, Veterans Preference Form if applicable, letter of interest, and a resume to the Human Resource Department, West Linn City Hall, 22500 Salamo Road, West Linn, OR 97068, by November 26, 2014 at 4:00pm. Application packets are available at **http://westlinnoregon.gov**, or by calling (503) 657-0331. EEO

Veterans Preference: The City of West Linn provides qualifying veterans and disabled veterans with preference in employment in accordance with state law. Any candidate wishing to have their qualifying veteran’s preference applied to the process must submit a qualifying document (DD Form 214 or 215) at the time of application, providing proof of eligibility that includes discharge status. Disabled veterans must also submit a copy of their Veteran’s disability preference letter from the US Department of Veterans Affairs at the time of application, unless the information is included in the DD Form 214 or 215.