



LINN COUNTY GENERAL SERVICES

330 Third Avenue SW Albany, Oregon 97321

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🌐 gs.co.linn.or.us

JOB ANNOUNCEMENT

ORIGINAL POSTING DATE: 08/02/24

CLASSIFICATION TITLE: Office Assistant

CLASSIFICATION NUMBER: 001

CLASSIFICATION CATEGORY: Part-time, Temporary Non-Classified / Non-Union

DEPARTMENT: General Services

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provide customer service to internal and external customers by responding to phone calls, in-person inquiries and electronic communication (e-mail).
2. Perform clerical support to the General Services team. Use electronic databases to manage fleet reservations, work orders and other department specific programs.
3. Maintain records of financial transactions. Prepare purchase orders and code invoices for payment.
4. Maintain a variety of records, prepare reports concerning office or departmental operation or prepare material for filing.
5. Develop and maintain effective, harmonious and reasonable work relationships with others.
6. Maintain regular and predictable work attendance.

QUALIFICATIONS: One year of clerical work experience. Proficient in Microsoft Office, including Word, Excel and Outlook.

SALARY RANGE: \$17.00 - \$18.00 per hour, 18 hours per week flexible work schedule.

CLOSING DATE: Open until filled.

HOW TO APPLY: Submit a completed Linn County Employment Application Form along with a resume and cover letter to: Michelle Markson - General Services, PO Box 100, Albany, Oregon 97321, or to mmarkson@co.linn.or.us. Application forms may be obtained, along with the Job Classification, at the Linn County webpage www.co.linn.or.us/jobstemp.html.

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER