

CLATSOP COUNTY

INVITES APPLICATIONS FOR

Staff Assistant

Community Development

Range: \$2,783 - \$3,383/month

Clatsop County Community Development Department is seeking a full-time Staff Assistant to help provide advanced clerical, administrative and customer support to the Clatsop County Community Development program. Responsibilities include advanced word processing and spreadsheet preparation, grant administration, report writing, data entry and tracking, research and analysis, customer service and managing several ongoing projects and tasks as assigned

MANDATORY QUALIFICATIONS: Advanced knowledge of clerical and administrative support profession; advanced record keeping skills; thorough knowledge of accounting related functions; ability to read and write proficiently; excellent customer service and problem solving skills; thorough knowledge of office procedures and operation of various office equipment; advanced data entry and computer operations skills; excellent knowledge of word processing and spreadsheets. A minimum of a high school diploma and three years specialized training and experience in the clerical and/or administrative field is required or any satisfactory combination of experience and training in the clerical and/or administrative field is required or any satisfactory combination of experience and training.

DESIRABLE QUALIFICATIONS: Advanced knowledge of specific computer word processing and spreadsheet software utilized by the County. Some knowledge of planning and/or building codes is desirable, as is previous work or experience in a front-counter environment.

WORKING CONDITIONS: Professional office environment that requires the ability to multitask and deal with multiple public agencies and issues. A typical work schedule is Monday through Friday. Some overtime may be required due to workload requirements.

APPLICATION PROCEDURE: Obtain and submit completed County application forms to the State of Oregon Employment Department, 450 Marine Drive, Suite 110, Astoria, Oregon 97103 (503)325-4821, FAX (503) 325-2918. Applications received not later than **5:00 pm Monday, February 6, 2012.** *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 desirable that you attach one to your application as a supplement). Successful applicants will be required to pass a pre-employment drug screen, 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 Administrator'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.

(See next page for essential functions)

APPLICANT: REVIEW THIS LIST OF ESSENTIAL JOB FUNCTIONS
Staff Assistant

1. 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, transportation and lodging for County personnel; prepare agendas, attend meetings, take, transcribe and assure proper distribution of minutes.
2. Perform department reception and customer service duties; professionally greet visitors, respond to incoming telephone calls, determine nature of calls and provide accurate information to 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.
3. Compose and/or word process a variety of documents, such as letters, memos, reports, charts, forms, agendas, spreadsheets, tables, minutes, legal documents, etc. Verify and correct grammar, spelling, format, etc. Accurately enter into and retrieve data from computer files.
4. Research and compile data from a variety of sources, some confidential in nature. Prepare summary reports as requested regarding policy formation, budgets, payroll, grievances and other items of similar complexity. Perform statistical calculations and tabulations, post and balance information and perform other complex calculations and tabulations in accordance with established departmental procedures.
5. Maintain accurate, timely records and files to monitor federal and state funded programs including grants, leases and agreements and perform data entry and submit reports as required. Establish and maintain office follow-up systems for employee time sheets, performance reviews, personnel actions forms and status changes, etc. Meet all deadlines and suspense's. Coordinate hiring of casual/seasonal help. Maintain confidentiality and comply with all County administrative and personnel policies.
6. Prepare and publish legal notices as directed and in accordance with established procedures and legal requirements. Check completed forms and documents for accuracy, compliance, etc. Accurately enter and retrieve data from computer files.
7. Perform accounting related functions, i.e. making complex mathematical calculations; balancing daily receipts; typing; processing purchase orders and depositing funds, etc.
8. Train, coach, mentor and coordinate the work activities of subordinate, new and casual employees as authorized.
9. Develop and maintain department procedures, routines and filing systems. Work independently to plan and arrange own work sequence.
10. Serve as a point of coordination as authorized in various interdepartmental public and civic matters. May serve as administrative support for assigned Boards, committees or other groups to record minutes and proceedings.
11. 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

ORGANIZATION: Clatsop County

LOCATION: Astoria, OR

DEPARTMENT: Various County Departments

DATE: December 2011

JOB CLASS: 11 A 3 Non-Exempt

JOB TITLE: Staff Assistant

PURPOSE OF POSITION:

Provides advanced clerical, administrative and customer support to assigned department/division. Responsibilities include advanced word processing, document preparation, report writing, data tracking, research and analysis, customer service and managing several ongoing projects and tasks as assigned.

ESSENTIAL FUNCTIONS OF POSITION:

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, transportation and lodging for County personnel; prepare agendas, attend meetings, take, transcribe and assure proper distribution of minutes.

Perform department reception and customer service duties; professionally greet visitors, respond to incoming telephone calls, determine nature of call and provide accurate information to 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, legal documents, 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, some confidential in nature. Prepare summary reports as requested regarding policy formation, budgets, payroll, grievances and other items of similar complexity. Perform statistical calculations and tabulations, post and balance information and perform other complex calculations and tabulations in accordance with established departmental procedures.

Maintain accurate, timely records and files to monitor federal and state funded programs and submit reports as required. Establish and maintain office follow-up systems for employee time sheets, performance reviews, personnel actions forms and status changes, etc. Meet all deadlines and suspense's. Maintain confidentiality and comply with all County administrative and personnel policies.

Prepare and publish legal notices as directed and in accordance with established procedures and legal requirements. Check completed forms and documents for accuracy, compliance, etc. Accurately enter and retrieve data from computer files.

JOB TITLE: Staff Assistant

DATE: December 2011

Perform accounting related functions, i.e. making complex mathematical calculations; balancing daily receipts; typing; processing purchase orders and depositing funds, etc.

Train, coach, mentor and coordinate the work activities of subordinate, new and casual employees as authorized.

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

Serve as a point of coordination as authorized in various interdepartmental public and civic matters. May serve as administrative support for assigned Boards, committees or other groups to record minutes and proceedings.

Follow all safety rules and procedures established for work areas.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

AUXILIARY FUNCTIONS OF POSITIONS:

Provide staff level support to department head and personnel as workload and staffing levels dictate. Provide general clerical, administrative and customer assistance to other departments as requested and/or assigned. Maintain work areas in a safe, clean, professional and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY QUALIFICATION REQUIREMENTS: Advanced knowledge of clerical and administrative support profession; advanced record keeping skills; thorough knowledge of accounting related functions; ability to read and write proficiently; excellent customer service and problem solving skills; thorough 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 three years specialized training and experience in the clerical and/or administrative field is required or any satisfactory combination of experience and training.

DESIRABLE QUALIFICATIONS:

Some college level courses in business management, accounting, principles and techniques of supervision or other related field is desirable. Knowledge of specific PC word processing software utilized by the County and previous experience in an administrative position with a County department is desirable. The ability to read and speak Spanish is highly desirable.

JOB TITLE: Staff Assistant

DATE: December 2011

PHYSICAL DEMANDS:

Physical demands on position are minimal involving moving materials, books, files, etc., typically weighing up to 15 pounds and occasionally heavier objects.

WORKING CONDITIONS:

Professional office environment, that requires the ability to multitask and deal with many diverse clientele and issues. A typical work schedule is Monday through Friday. Some overtime may be required due to workload requirements.