



CITY OF CANBY

JOB ANNOUNCEMENT

Office Specialist II / Administration Department

Part Time, 28-30 hours per week / Non-Exempt / AFSCME Represented

Salary: \$15.91 / hour beginning salary, plus City paid PERS and pro-rated benefits

Opens: July 30, 2010

Closes: August 13, 2010 at 5:00 PM

Apply to: Human Resource Department

City of Canby

PO Box 930

Canby, OR 97013

(503) 266-4026 fax

klocka@ci.canby.or.us

SUMMARY AND REQUIREMENTS: Provide customer service at City Hall. Greet visitors and answer telephone, take and relay messages in absence or preoccupation of department personnel. Respond to routine, non-routine and technical questions from internal and external customers. Process business licenses, notarize documents, and compile information and reference materials for supervisor, or as requested by the public. Use word processing software to type routine and non-routine letters, memos and other material from general instructions. Proofread, review for grammar, and edit documents as necessary. Perform a variety of routine administrative activities, such as photocopying, mail, faxing, filing, sorting documents, etc. Process and distribute incoming and outgoing mail. Maintain files and records to ensure easy retrieval, safety and integrity of files and records, in accordance with established retention guidelines. **Must have valid driver's license and acceptable driving record.** (*Refer to full Job Description for additional information and requirements.*)

APPLICATION MATERIALS: All applicants are required to complete a City application, resume and cover letter. Application materials must be received by the Human Resource Department on or before the closing date. Electronic copies are accepted with a signature. Application materials can be picked up at Canby City Hall, 182 N Holly St., downloaded from www.ci.canby.or.us, or requested by mail by calling Human Resources at (503) 266-4021, ext. 135.

SELECTION PROCESS: Application materials will be used to select semi-finalists. Candidates selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be subject to a pre-employment background investigation, medical exam and drug screen.

NOTIFICATION: Applicants who were not selected will be notified by phone, email, or mail once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER: The City of Canby is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Canby provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 266-4021, ext 135.