

CITY OF MILTON-FREEWATER

P.O. Box 6, Milton-Freewater, OR 97862 (541) 938-5531

POSITION ANNOUNCEMENT

- Position:** Electric Department Assistant
- Salary Range:** \$25.62 - \$31.14 Per Hour
Excellent benefit package.
Bilingual incentive pay is an additional 5%.
- Duties:** Performs secretarial work involving composing letters, financial reports, and other record keeping documents from rough draft instructions. Requires comprehensive knowledge of departmental policies and functions, maintains high level of budgetary oversight and analysis, maintains departmental records including financial statements, budgets, purchase orders, etc. Serves as the receptionist for the department office, answering phones and greeting walk in customers. Does related work as required.
- Qualifications:** Ability to understand oral and written instructions and to act upon them accordingly and independently. Considerable skill in typing, software programs, budgeting, and accounting. Ability to perform recurring duties with little direction and to complete new tasks with limited supervision. Ability to use tact, judgment and courtesy in dealing with the public as well as maintain harmonious working relationships with other agencies, officials, departments and the general public.
- Experience and Training:** Considerable expertise of highly responsible clerical office experience and customer service. Minimum of five years' experience in a complex office environment. Graduation from high school or the equivalent GED Certificate supplemented with additional training in college or business school education.
- Method of Selection:** Evaluation of candidate's background from application form. Those applicants who appear best qualified as determined by a screening committee may be interviewed. However, the City of Milton-Freewater reserves the right to not fill this position, reject all applicants, reopen the position or make a direct appointment. Applications received during this recruitment may be used to fill future vacancies at the City's discretion.
- Application:** Applications may be obtained from Human Resources Dept., City Hall, 722 S. Main St., Milton Freewater, Oregon, (541)938-8243, or on the City's website at www.mfcity.com. **A resume is required with the application. Applications are due in the Human Resource Department or by mail to P.O. Box 6, Milton Freewater, OR 97862, no later than 3 pm on Friday, May 26, 2023 for the first review. Open until filled.** Disability accommodations made in the recruitment process upon request.