

191 E. Main St.
Carlton, OR 97111



Phone (503) 852-7575
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ADMINISTRATION DEPARTMENT

PRESS RELEASE DATE: 5/18/2021

PLEASE POST UNTIL: 6/08/2021

JOB ADVERTISEMENT

Office Specialist

(Full-time position, 40 hours/week, FLSA Non-Exempt)

\$16.71- \$17.99 per hour, depending on experience; plus benefits (medical/dental/vision and paid time off accruals)

GENERAL PURPOSE: Under the direction of the Administrative Manager and Director of Administrative Services, perform a variety of administrative tasks including clerical services, filing, record management, accounts payable, customer service and special projects as assigned. The position will be assigned to provide administrative assistance to various departments and operations as needed.

MINIMUM QUALIFICATIONS:

Education and Experience: Combination of High School Diploma/GED and experience that would provide the required knowledge, abilities and skills.

License: Possess a valid Oregon Driver's License.

Other: Must pass a background investigation.

SELECTION PROCESS:

Application rating on experience and certifications; oral interview and reference check. Hiring is conditional upon a successful criminal background check.

If you are interested in the position, you may download and fill out a City of Carlton Employment Application from the city's website at www.ci.carlton.or.us/jobs. A detailed job description is also available on the city's website at <https://www.ci.carlton.or.us/finance/page/office-specialist>

Please email, fax, mail, or drop off your application in-person to:

Christy Martinez
Director of Administrative Services
191 E. Main Street, Carlton, OR 97111
Fax: (503) 852-7761
cmartinez@ci.carlton.or.us

To be considered in the first review of applications, submit a City of Carlton application and resume by:

Tuesday, June 08, 2021 by 4:00 PM

First review will occur June 9, 2021. Position vacancy is open until filled.

The City of Carlton is an Equal Opportunity Provider

The City of Carlton employment decisions without regard to race, color, gender, national origin, religion, marital status, age, prior industrial injury, mental or physical disabilities unrelated to job performance, or veterans. The City of Carlton is a Drug-Free Workplace and complies with the Oregon Smoke-Free Workplace law. Candidates who are provided a conditional offer of employment may be subject to a criminal history records check. Those candidates who will be in a safety sensitive position will be subject to a pre-employment drug test. Those candidates who will be required to hold a driver's license will be subject to a pre-employment DMV records check to ensure a safe driving record.