



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT

**PLEASE POST**

## **INTERNAL RECRUITMENT POSITION ANNOUNCEMENT**

**POSITION:**                   **Office Assistant II-Airport**  
Airport

This is a full time, non-represented position.

*Duties include but are not limited to:*

Performs responsible, varied or specialized customer service, clerical or secretarial duties for the Airport department; performs related work as required. (Job Description Attached)

**MONTHLY SALARY: \$2601 - \$3197**

### **MINIMUM QUALIFICATIONS:**

High School graduation or equivalency, specialized secretarial coursework in office practices and procedures; and two years progressive experience; or any equivalent combination of experience and training which demonstrates the knowledge, skills and ability to perform the essential job duties.

Thorough knowledge of general and specialized office practices and procedures; correct and effective use of English grammar and business arithmetic. Basic knowledge of accounting and book-keeping principles. Strong Customer Service skills. Ability to understand and execute complex oral or written instructions and apply guidelines to widely varied situations; express ideas and convey information effectively orally and in writing; maintain confidentiality; establish and maintain effective working relationships with other employees and the general public; deal with the public in a pleasant and courteous manner; maintain accurate records; set priorities; and deal effectively with frequent interruptions and several situations at one time; effective use of business telephone etiquette.

### **Special Requirements/Licenses:**

Must pass an FBI background check.

### **HOW TO APPLY:**

***Request internal application packet from:***

Brandon Linville  
Human Resources Department  
City Hall  
541-923-7725

### **INTERNAL APPLICATION AND LETTER OF INTEREST**

must be received by the Human Resources Department  
no later than **Tuesday, July 15, 2008, 5:00 PM**



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## **CITY OF REDMOND**

## **POSITION DESCRIPTION**

**POSITION TITLE:** Office Assistant II  
**DEPARTMENT:** Airport  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** Grade 7  
**EMPLOYEE GROUP:** Confidential / Non-Represented

### **PURPOSE OF POSITION:**

Performs responsible, varied or specialized customer service, clerical or secretarial duties for the Airport department; performs related work as required.

### **ESSENTIAL JOB FUNCTIONS:**

Answers in-coming calls and routes callers or provides information as required. Receives the public and answers questions; schedules appointments; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons. Keeps appropriate records of all incoming and outgoing communication.

Maintains inventories and orders department office supplies. Maintains paper supplies in printer, copier, fax machine; fills electric stapler; calls for repairs on office equipment.

Receives, stamps and distributes incoming mail and deliveries, prepares some replies independently; processes outgoing mail; picks up department mail at City Hall.

Composes, and edits correspondence, reports, statistical data, transmittals, memoranda, and other material requiring judgment as to content, accuracy, and completeness. Some of which may require obtaining, organizing, and planning suitable presentation of content. Edits, proofs and rewords work of others as needed. Provides back up assistance to the Airport Administration Manager on parking lot operations and other tasks as delegated.

Prepares training requests for department employees, maintains employee training files and updates employee training database.

Obtains and compiles information needed for administrative use or report preparation where only general directions are received. Inputs data to standard office and department forms; creates forms as needed; compiles data for various reports or documents.

Attends quarterly Airport Commission meetings, prepares, assembles and distributes notices, agendas and packets; records and prepares the minutes; maintains mailing lists; indexes and files the minutes and packet materials; distributes other information as requested.

Monitors departmental documents and records. Develops, organizes and maintains filing systems, report systems, control records and indexes for department.

Maintains employee parking card system; assigns cards; performs monthly inventory audit; collects deposits; refunds deposits.

Maintains terminal brochure rack; orders stock; fills display.

Maintains Terminal Lost & Found program; collects items from various stations in terminal; logs lost & found items and inquiries; makes every effort possible to find owners of lost items.

Performs department errands within City as needed.

Maintains a clean office work space.

Performs other duties as assigned.

### **JOB QUALIFICATION REQUIREMENTS:**

#### **Mandatory Requirements:**

High School graduation or equivalency, specialized secretarial coursework in office practices and procedures; and two years progressive experience; or any equivalent combination of experience and training which demonstrates the knowledge, skills and ability to perform the essential job duties.

Thorough knowledge of general and specialized office practices and procedures; correct and effective use of English grammar and business arithmetic. Basic knowledge of accounting and book-keeping principles. Strong Customer Service skills. Ability to understand and execute complex oral or written instructions and apply guidelines to widely varied situations; express ideas and convey information effectively orally and in writing; maintain confidentiality; establish and maintain effective working relationships with other employees and the general public; deal with the public in a pleasant and courteous manner; maintain accurate records; set priorities; and deal effectively with frequent interruptions and several situations at one time; effective use of business telephone etiquette.

#### **Special Requirements / Licenses:**

Possession of, or must obtain, a valid Oregon Drivers' License within thirty (30) days from the date of hire; must have a safe driving record. Must pass an FBI background check.

#### **SUPERVISION RECEIVED:**

Work is performed under the general supervision of the Airport Manager and the Airport Administrative Manager, with work being reviewed primarily on the basis of results obtained. Incumbents are expected to carry assignments through to completion with only unusual or especially complicated tasks reviewed in detail.

#### **SUPERVISORY RESPONSIBILITIES:**

This is not a supervisory position. Employee may provide specific instructions, or outline general objectives and/or procedures to other department staff.

#### **PHYSICAL DEMANDS:**

The physical demands represent those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **TOOLS AND EQUIPMENT USED:**

Computer, including word processing, Internet, and spreadsheet programs; telephone system; copy machine; fax machine; tape recorder; calculator, and postage machine. The use of City vehicles is required.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the office work environment is usually quiet.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

*Carrie Novick*  
Airport Manager

*May 8, 2008*  
Date

*Sharon Harris*  
Human Resources Director