



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

POSITION: On-Call Office Assistant

Duties include but are not limited to:

To provide clerical support in a variety of fast-paced, customer-oriented office settings. This position may fill in for staff during absences and periods when the work load is heavy, or work on a limited temporary or part-time basis. Job description attached.

SALARY RANGE:

\$12.00 per hour

MINIMUM QUALIFICATIONS:

High school graduate or GED equivalent, minimum of one year clerical or secretarial work experience which includes clerical training, customer relations skills and previous cash handling; or any equivalent combination of experience and training which demonstrates the ability to perform the described duties.

FINAL CANDIDATE SELECTED FOR POSITION WILL BE REQUIRED TO PASS A DRUG SCREENING AND A THOROUGH DMV CRIMINAL HISTORY INVESTIGATION.

HOW TO APPLY:

Request application packet from:

City of Redmond Human Resources Office
Brandon Linville, HR Assistant
716 SW Evergreen Avenue
Redmond, OR 97756

For questions, please call Brandon Linville at 541-923-7725.

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST (indicating why you want to be considered for this position) must be submitted to the HR office ***no later than 5:00 PM, Wednesday, June 4, 2008***. Faxes are acceptable if received by the deadline and are complete.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the

basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Mike Viegas at (541) 504-3032, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Equal Opportunity / Affirmative Action Employer
Drug Free Workplace

This announcement is not an implied contract and may be modified or revoked without notice.



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: On-Call Office Assistant
FLSA STATUS: Non-Exempt
SALARY GRADE: Hourly - \$12
EMPLOYEE GROUP: Confidential / Non-Represented

PURPOSE OF POSITION:

To provide clerical support in a variety of fast-paced, customer-oriented office settings. This position may fill in for staff during absences and periods when the work load is heavy, or work on a limited temporary or part-time basis.

ESSENTIAL JOB FUNCTIONS:

Duties may include extensive telephone support, cash receipting, direct customer contact, word processing, scheduling, minute taking and other clerical tasks.

WORK SCHEDULE:

The work schedule will vary depending on staffing requirements and work demands.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

High school graduate or GED equivalent, minimum of one year clerical or secretarial work experience which includes clerical training, customer relations skills and previous cash handling; or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

Considerable knowledge of general office practices and procedures; business English, spelling, punctuation and arithmetic; filing systems; operations, policies, procedures, terminology and governing laws of assigned department. Knowledge of computer systems and software; basic math principles.

Ability to:

Understand and carry out oral and written instructions; understand and apply available guidelines to varied operational requirements; perform typing and computer operation at an acceptable level of proficiency; handle multiple tasks simultaneously; work efficiently and effectively under close time lines; work independently; maintain confidentiality; maintain accurate narrative and numeric records; organize and prioritize workload; communicate effectively both verbally and in writing; establish and maintain effective working relationships.

SUPERVISION RECEIVED:

Works directly under the appointed supervisor.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must 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:

Typewriter, computer, including word processing, spreadsheet, and data base software; telephone system; copy machine; fax machine, and other general office tools and equipment.

WORK ENVIRONMENT:

The work environment is typical in an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee must be able to be productive in a work environment where interruptions are frequent.

The noise level in the 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.

Mike Patterson
City Manager

July 1, 2006
Date

Sharon Harris
Human Resources Director

ADOPTED: October 31, 2005