

Community Connection of Northeast Oregon, Inc.
Position Description
Office Specialist
Range 14 (\$18.99 - \$24.89 per hour)

Position Classification
Salary
Hourly -----X
Overtime Exempt
Overtime Non-Exempt---X
Safety Sensitive

GENERAL STATEMENT OF DUTIES

The position of Office Assistant is designed to provide support for the county office. This position will work closely with the County Manager and administration office staff to coordinate various agency activities. The responsibilities of the Office Assistant are intended to absorb the bulk of the routine daily workload to assist service delivery.

SUPERVISION RECEIVED

Works under the supervision of the County Manager.

SUPERVISION EXERCISED

This position has no supervisory responsibilities.

TYPICAL EXAMPLES OF WORK (Any one position will not usually involve all the duties listed, and many positions involve duties which are not listed.)

1. Act as receptionist for the office - greeting visitors, answering the telephone, screening and routing calls, providing information and referral, etc.
2. Gather information; enter information into the appropriate databases.
3. Prepare correspondence, perform data entry, complete monthly reports. May take and transcribe meeting minutes.
4. Assist with senior and (if applicable) with Food Bank activities and with fund raising events as designated by the County Manager. Assist with various senior services. Fill in for management staff at meetings as needed.
5. Compile a list of monthly activities and events for the senior center and for media distribution.
6. Assist with scheduling of rental events at the senior center including compiling rental refund information and check requests.
7. May write vouchers for homeless/emergency assistance clients, complete energy assistance intake, etc.
8. Transportation dispatching and scheduling, if applicable.
9. May need to travel out of town, occasionally overnight.
10. Other duties as assigned.

REQUIRED EDUCATION & TRAINING

- ~ A high school diploma or the equivalent is required.
- ~ High School or college level training in secretarial or bookkeeping is highly desirable. Any satisfactory equivalent combination of experience and training that insures the ability to perform the work may be substituted for the above.
- ~ General knowledge of standard office procedures and operation of office machines. Ability to type 30-40 wpm, use word processing software, perform data entry, and work pleasantly with the public and other staff members. Ability to follow written and oral instructions and to organize and complete tasks in a timely manner.

Must pass a pre-employment drug test and criminal history background check.

Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

If you need assistance or an accommodation due to a disability, you may contact us at jobs@ccno.org or you may call us at 1-541-963-3186.

JOB DESCRIPTION ACKNOWLEDGEMENT

I acknowledge that I have received a copy of this job description applicable to the fiscal year effective as of the revision date below.

I have reviewed and understand the job duties and responsibilities assigned to me in this position.

Employee Signature: _____

Date: _____