

MULTNOMAH COUNTY
invites applications for:



**Office Assistant Senior - Aging, Disability
and Veterans Services**

Job #:	6002-156
Opening Date:	10/27/17
Closing Date/Time:	11/03/17 11:59 PM
Salary:	\$19.15 - \$23.57 Hourly \$3,332.10 - \$4,101.18 Monthly \$39,985.20 - \$49,214.16 Annually
Job Type:	Full-Time Regular
Location:	Various Locations
Department:	Department of County Human Services

OVERVIEW:

Take the next step in your office support career and join the Aging, Disability and Veterans Services Division! Our focus is to make sure that our customers get what they need. We are looking for detail-oriented people that thrives in a fast-paced environment with strong customer service and organization skills. The eligible list created from this recruitment may be used to fill future regular, limited duration, or temporary positions at other locations as well. [This Work Matters - watch our video to learn more.](#)

You will lead the Business Services Team and deliver daily office support. You will have the opportunity to exercise your independence in scheduling and accomplishing work, acting as timekeeper for the branch, handling difficult human relations situations, analyzing and creating reports/correspondence.

Primary responsibilities include:

- Customer service
- Office operations and lead work
 - maintain personnel records, perform timekeeping
 - coordinate work space, purchase supplies and equipment needs
 - process travel and training paperwork, make travel arrangements
- Quality assurance
 - advanced clerical work; maintain accurate and detailed records, research discrepancies
 - record information, prepare and analyze data for special projects
- Scheduling, coordination and document preparation
 - maintain calendars, schedule activities, meetings and events
 - coordinate activities with other departments, the public and outside agencies

Diversity and Inclusion: At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees. We are proud to be an Equal Opportunity Employer.

TO QUALIFY:

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying unless an item or section is labeled required. Please be clear and specific about how your background is relevant. For details about how we typically screen applications, review our overview of the [selection process page](#).

Minimum Qualifications/Transferable Skills*:

- Ability to promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values
- High school diploma or GED
- 3 years of clerical experience
- Customer service experience
- Must have a valid driver license
- Must pass a criminal background check

***Transferable skills:** Your transferable skills are any skills you have gained through education, work experience (including the military) or life experience that are relevant for this position. Be sure to describe any transferable skills on your application and clearly explain how they apply to this position.

SCREENING AND EVALUATION:

The Application Packet: (Attachments will not be reviewed unless specifically requested.)

1. A completed online application
2. Respond to supplemental questions

The Selection Process: For details about how we typically screen applications, review our overview of the [selection process page](#). We expect to evaluate candidates for this recruitment as follows:

- Initial review of minimum qualifications
- Supplemental question review
- Phone screen or oral exam
- Consideration of top candidates
- Background and reference checks

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference page](#) for details about eligibility and how to apply. The recruiter as listed on the job announcement must receive all required documentation by the closing date of the recruitment.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Note: Application information may be used throughout the entire selection process. This process is subject to change without notice.

ADDITIONAL INFORMATION:

Type of Position: This hourly union-represented position is eligible for overtime pay.

Note regarding salary placement: New employees and rehires will be paid at the minimum rate in the range for their classification unless a higher rate is approved by the Appointing Authority.

Questions?

Anna Shy, Recruiter
Department of County Human Services
421 SW Oak St, Portland, OR 97204
anna.shy@multco.us
503-988-7506

Disclaimer: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

Apply Online:
<http://www.multco.us/jobs>

Office Assistant Senior - Aging, Disability and Veterans Services Supplemental Questionnaire

- * 1. In an effort to ensure our outreach and advertising efforts are reaching diverse and qualified applicants, please state below how you found out about this position and include any names of people that referred you to the position. (Please note, this information will have no effect upon your application.)

- * 2. Do you currently, or will you by the time of hire, have a valid license to drive?
 Yes No

- * 3. Please mark locations that you are interested in working at.
 - SE ADVSD (SE 46th & Belmont)
 - N/NE ADVSD (NE MLK & Garfield)
 - Mid County ADVSD (SE 106th & Cherry Blossom Dr)
 - West ADVSD (downtown Portland)
 - East ADVSD (Gresham)

- * 4. Please treat this response as though it is your cover letter and limited to the equivalent of one page (attachments will **not** be reviewed). The quality of your response may determine if you are moved on to the next review. You should address the following:
 - We would like to know what interests you about this position.
 - The vision for our department is that every person, at every stage of life, will have equitable opportunities to thrive in Multnomah County. Describe how you would provide equitable service to prospective and current under-served communities representing different cultural, racial, class, gender, or other identities.
 - Tell us how your background and experience make you a great candidate and what leadership qualities you possess.

* Required Question