

## **City of Warrenton Public Works Office Assistant**

Salary Range 16: \$3,507.01 – \$4,262.79 monthly. An AFSCME union position w/excellent benefits including PERS/OPSRP, Medical, Life and AD&D insurance, paid vacation, holidays and sick leave. City pays employee portion of PERS/OPSRP.

**OFFICE ASSISTANT MINIMUM QUALIFICATIONS:** Mandatory qualifications include High School Diploma or equivalent. Minimum two years' experience in general office/clerical experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skill, and abilities to perform the duties of the position

**POSITION:** Under the general supervision of the Public Works Director, provides clerical and secretarial support to the Public Works Department: prepares correspondence reports and agenda from rough drafts, files written materials, prepares invoices for services rendered; coordinates documents for purchasing of supplies, reports time sheets, records vehicle maintenance data. Other duties of a similar complexity may be included or assigned to this position.

### **IDEAL CANDIDATE:**

The successful candidate will be responsible for performing a range of clerical and administrative tasks to support daily operations in an office setting. They must be able to communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, other departments and the public; work effectively in the absence of close supervision; operate a variety of office equipment and software programs; read and interpret technical documents; keep the office organized; maintain digital and paper filing systems; understand and carry out written and oral instructions.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:** Work is performed in an office environment requiring long periods of sitting with attention to a computer keyboard and video display terminal; light lifting or reaching for files is required; accuracy in recording information is required; frequent interruption of work may be experienced by customers seeking information in person or by phone or by changing priorities in the office.

**Resume and application are required.** Application packets are available at Warrenton Public Works 45, SW 2nd Street, Warrenton Or, 97146. They can be returned there or emailed to [publicworks@ci.warrenton.or.us](mailto:publicworks@ci.warrenton.or.us)

**Submitted application must clearly show how the candidate meets the minimum qualifications and the items listed for an ideal candidate. Finalist are required to perform computerized skills test prior to receiving a formal job offer.**

## CITY OF WARRENTON CLASS SPECIFICATION

### OFFICE ASSISTANT

DEPARTMENT: Public Works

CLASSIFICATION: Non-Exempt

SALARY RANGE: 16

DEFINITION: Under the general supervision of the Public Works Director, Provides clerical and secretarial support to the Public Works Department: prepares correspondence reports and agenda from rough drafts, files written materials, prepares invoices for services rendered; coordinates documents for purchasing of supplies, reports time sheets, records vehicle maintenance data

ESSENTIAL DUTIES AND RESPONSIBILITIES: Performs a variety of highly responsible and complex clerical and secretarial duties and assist in the daily operations of the Public Works Department. Greet people entering Public Works in person or by telephone, provide them with requested information or direct them to appropriate office; take and forward message when appropriate.

#### OFFICE ASSISTANT

- Create documents from rough draft materials: correspondence, verbal and statistical reports.
- Prepare purchase requisition, match purchase orders to invoices, confirm receipt of materials and verify proper account numbers
- Maintain log of items loaned to public
- Provide public with information about service, respond to or refer complaints to appropriate staff; track responses to reported problems and report status
- Review time sheet reports and inform supervisor of discrepancies between reports and payroll policies; convert time sheet reports into electronic data.
- Maintain log of construction project submittals and submit them to Public Works Director when completed
- Maintain Department Files

- Enter and manipulate data using computer keyboard and video display terminal; use typewriter, ten key calculator, telephone, fax, copier, and printer.
- Rules of effective English, spelling, usage and grammar
- Advanced work processing and operation of standard office equipment.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work

EDUCATION AND EXPERIENCE: High School Diploma or equivalent. Minimum two years' experience in general office/clerical experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

SPECIAL REQUIREMENTS: Experience in the use of computer programs Word, Access, and Excel.

PHYSICAL DEMANDS OF POSITION: Work is performed in an office environment requiring long periods of sitting with attention to a computer keyboard and video display terminal; light lifting or reaching for files is required; accuracy in recording information is required; frequent interruption of work may be experienced by customers seeking information in person or by phone or by changing priorities in the office.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work environment is typical of most office environments with telephones, personal interruptions, background, and some street noise.

SUPERVISION: This position works directly under the supervision of the Public Works Director.

THIS POSITION DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK ASSIGNED BY THE PUBLIC WORKS DIRECTOR

# City of Warrenton

## Application for Employment

An Affirmative Action, Equal Opportunity, Employer



### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

Mailing Address: \_\_\_\_\_  
*City State ZIP Code*

Address: \_\_\_\_\_  
*Address Apartment/Unit #*

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Are you now a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dept.	_____	
Do you have relatives employed by the City of Warrenton?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, indicate name, relationship, dept.	_____	
Do you possess a valid driver's license Class:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	State:	_____	
			Endorsement:	_____	

(A valid driver's license is required only when stated on the job announcement.)

### Office Skills

Typing Speed (wpm) : \_\_\_\_\_ Can you operate a computer? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you speak a language other than English? YES  NO  If so, what language? \_\_\_\_\_

### Computer Operation

Describe your computer operation skills, including programs used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Equipment Operation

Describe your equipment operation skills related to the job for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

High School Equivalency? YES  NO  School: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Licenses and Certificates**

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY:** Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

**Employment History**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO



**Employment History continued**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.*

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Veterans' Preference Form (ORS 408.230)**

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

**Qualified Veteran Questions:** *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

**ORS 408.225(f)** - I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And receiving a nonservice –connected pension from the United States Department of Veterans Affairs

**Qualified Disabled Veteran Questions:** *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

*This form and supporting documentation must be received by the City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.*

(503) 861-0823 or cityrecorder@ci.warrenton.or.us