



JOB ANNOUNCEMENT 2015-013

Administrative Assistant II Public Works

Part Time 20 hours per week / Non-Exempt / AFSCME Represented

SALARY: \$17.09 – \$21.87 Hourly Plus 6% City paid PERS

OPENS: March 17, 2015

CLOSES: March 31, 2015 at 5:00pm PST

APPLY TO: Human Resources – City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140
(503) 625-4201 - Fax (503) 625-5524
humanresources@sherwoodoregon.gov

SUMMARY AND REQUIREMENTS

The City of Sherwood is seeking an experienced office support specialist to fill a part time Public Works Administrative Assistant position. This position will perform a variety of moderately difficult to complex administrative support activities to contribute to efficient office operations. The position will provide assistance to the Public Works Department. This position will provide internal and external customer service and will perform a variety of clerical activities, such as photocopying, filing, sorting documents, mailings, etc. This is a part time position, 20 hours per week.

MANDATORY REQUIREMENTS: General knowledge of office practices and procedures, business English, word processing and spreadsheet software, clerical practices, research methods, report composition and preparation techniques. Ability to operate general office equipment. Equivalent to high school education and three to five years of general office experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential functions of the job. Please see the job description for additional information.

DESIRABLE REQUIREMENTS: Knowledge and/or experience of Public Works operations and specific word processing software utilized within the department.

APPLICATION MATERIALS

Application materials must be completed and received by the Human Resource Department on or before the closing date. Electronic copies are accepted with a signature. Application materials can be found online at www.sherwoodoregon.gov or may be requested by mail by calling Human Resources at (503) 625-4201.

SELECTION PROCESS

A City application, cover letter, and resume will be used to select the top candidates. Those selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory pre-employment criminal history background and drug test.

NOTIFICATION

Applicants that are not selected will be notified by phone or mail once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER

The City of Sherwood is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.