



# JOB ANNOUNCEMENT

## 2015-019

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### **Administrative Assistant II**

#### **Finance/Municipal Court**

**Full Time / Non-Exempt / AFSCME Represented**

**SALARY:** \$17.38 – \$22.25 Hourly Plus 6% City paid PERS

**OPENS:** July 20, 2015

**CLOSES:** July 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](mailto:humanresources@sherwoodoregon.gov)

#### **SUMMARY AND REQUIREMENTS**

The City of Sherwood is seeking to fill a full time Administrative Assistant position in the Finance Department. The Administrative Assistant performs a variety of moderately difficult to complex administrative support activities to contribute to efficient operations and requires a thorough understanding of department and City programs and procedures. This position is assigned to the Finance Department and is responsible for providing administrative support to the Finance Director and other managers within the Department as needed. Assists with Municipal Court processes. Manages website and social media updates for the Finance and the Budget Committee. Tracks and monitors contracts, grants, and IGA's. Coordinates room set up and meals for Budget Committee meetings, as well as taking minutes. Other administrative duties as assigned.

**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 above duties.

**DESIRABLE REQUIREMENTS:** Knowledge of municipal government functional areas and specific word processing software utilized within the department. LEADS certification is a preferred.

#### **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](http://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.