



MULTNOMAH COUNTY
ANNOUNCES AN **OPEN COMPETITIVE** RECRUITMENT FOR

OFFICE ASSISTANT SENIOR

Department of Community Services

SALARY: \$16.70 - \$20.56 per hour
RECRUITMENT NO.: 6002-61

CLOSING DATE: October 24, 2008

THE POSITION:

This position is assigned primarily to the Land Use Planning and Transportation Program to provide advanced administrative support to the planning staff. Responsibilities include: case file maintenance and administration; electronic database maintenance, maintaining and preparing mailing lists; administrative program support, staffing Planning Commission and Hearing Officer Hearings; recording hearings; preparing and mailing meeting documents in a timely manner, meeting/hearing room set-up, and preparing minutes.. This position will also be responsible for ordering supplies as needed, providing back-up support to receptionist, performing daily close out duties and will act as the Emergency Travel Coordinator when needed.

This position requires independent judgment and the ability to prioritize the work of assigned clerical staff. In addition this position supports the quasi-judicial element of the Animal Services Program and Land Use Planning Program requiring the ability to handle complex and confrontational interpersonal situations. This position is required to work one evening the first Monday of each month from 5:30 p.m. to 10:00 p.m.

Multnomah County is actively recruiting persons from diverse backgrounds to enhance service delivery to our diverse community. Our commitment to exceptional customer service relies upon a team-oriented workplace and a continuous quality improvement environment.

TO QUALIFY:

In order to meet the screening qualifications for this recruitment, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications. The following guidelines will be used in evaluating applications. Hours less than 40 per week will be prorated. Relevant experience may substitute for the required education on a year-for-year basis. Relevant education may substitute for some or all of the required experience. Post-high school education will be credited on the basis of 30 semester hours or 45 quarter hours equal one year.

Experience: Three years of specialized, increasingly responsible clerical experience in the area of assignment. **AND**

Training: Equivalent to the completion of the twelfth grade. Additional specialized clerical training or training in business services/operations is desirable.

Please read the following information carefully, as failure to follow instructions may result in your disqualification.

THE APPLICATION PACKET:

Hand-delivered and mailed application packets must be received in the Human Resources Office by 5:00 p.m. on the closing date, if specified. On-line application packets must be received by midnight on the closing date, if specified, and will consist of the following:

1. **A standard Multnomah County Employment Application.** Any additional pages of job history information, which are attached to the application form, **will only be reviewed if** submitted in the same format as the Employment Application.
2. **Responses to Supplemental Application questions,** submitted in the following format: On a separate sheet(s) of paper, type or print your name and the title of the recruitment. Respond to each of the following recruitment items individually and completely; number your responses to correspond with the items; explain or describe any experience (paid or unpaid) and training related to each item; attach the separate sheets to your application.

(OVER)

SUPPLEMENTAL APPLICATION QUESTIONS:

1. Describe your experience staffing public meetings and the duties performed.
2. Describe your experience preparing meeting minutes.
3. Describe your experience working in confrontational public settings.

THE SCREENING AND EVALUATION PROCESS:

1. Unless otherwise noted, applications will be screened to determine if applicants meet the minimum qualifications. All the evidence of meeting the minimum qualifications must be shown on the standard Multnomah County Employment Application; other application materials will not be reviewed at this stage of the screening process.
2. Application packets that meet the minimum qualifications will be screened again on the applicants' ability to do the job based on the following criteria: relevance of training and education, relevance of work experience, and the complexity of relevant work performed and/or responses to supplemental questions.
3. Applicants who pass at Step #2 may be asked for additional information either orally or in writing. The final score and placement on a civil service eligibility list will be based on the application, responses to the supplemental questions, and/or any additional information obtained.
4. The highest scoring applicants will be referred to the hiring manager for an interview.

Please note that the application information may be used throughout the entire screening and recruitment process. This process is subject to change without notice.

VETERAN'S PREFERENCE: If you have been discharged within fifteen years of the date of this application, or are a disabled veteran, you **MAY** qualify for veteran's preference. If you feel that you qualify, please submit a completed Multnomah County Veteran's Preference form and **all required documentation**, including a copy of your DD214, with your application packet by the **closing date**. Veteran's preference cannot be honored for this recruitment without it. Veterans who qualify will be granted five points preference upon successful completion of all phases of the recruitment process. Disabled veterans who qualify will be granted 10 points.

EQUAL OPPORTUNITY EMPLOYMENT: Multnomah County will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, physical or mental disability, political affiliations, sexual orientation, gender identity, source of income, familial status or any other non-merit factor. Accommodations and/or assistance will be gladly provided for any applicant with sensory or non-sensory impairments, upon request, at the telephone numbers listed below.

WHERE TO APPLY

The standard Multnomah County application form and supplemental form, if applicable, are required and must be received in the Human Resources Office by 5:00 pm on the closing date, if shown. Applicants are encouraged to submit their application on-line at www.multcojobs.org, or in person at the Application Drop Off Center. Application materials will **not** be sent nor received by FAX or email.

On-line: www.multcojobs.org

In Person: Multnomah County Application Drop Off Center
1120 SW Fifth Avenue, 1st Floor Lobby, Portland, OR

Mailing Address: 501 SE Hawthorne Blvd. Ste. 400, Portland, OR 97214

Questions about the application process for the hearing impaired: (503) 988-5170 TTY

NOTE: 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.

Contact Name(s)/Phone(s): Monique Coleman Riley; 503-988-6928
Class Number/Title: 6002/Office Assistant Senior

Department:DCS
Date: October 6, 2008