



Benefits and Salary: **\$52,392 - \$63,744/yr**

- Medical, Dental and Vision
- Paid Life and AD&D Insurance
- Long Term Disability
- Oregon PERS Retirement
- Deferred Compensation Plans
- HRA VEBA Contributions
- Paid Vacation and Sick Leave
- 10 Paid Holidays/2 Personal Days

Minimum Qualifications:

- A High School Diploma or equivalency;
- At least 3 years' experience in performing clerical/secretarial and recordkeeping duties

Preferred Qualifications:

- Professional training or coursework in Microsoft 365 applications
- Prior work experience in government atmosphere
- Experience in reading and applying regulations and ordinances pertinent to state and local laws

Senior General Clerical Recycled Water Department

The City of Hermiston is accepting applications for the position of Senior General Clerical in our Recycled Water Department. This is a full-time position, Monday – Friday, 7:30a – 4:30pm, subject to change depending on needs of the department.

This position routinely and independently performs administrative functions and technical duties directly related to the function/ operations of the assigned department. Ability to maintain accurate records and reports; independently research assigned problems; organize and summarize information from various sources into format of own design; establish priorities and organize own workload; maintain confidentiality; accurately produce required work; deal effectively with frequent interruptions and several situations at one time; maintain effective working relationships with co-workers, vendors, contractors, public officials and management, deal courteously and tactfully with the public; communicate effectively both orally and in writing; use independent professional judgment and work with minimal supervision.

Must have the ability to compose, edit and accurately type correspondence, technical reports, statistical data and transmittals from handwritten rough drafts or recorded dictation, some of which may require obtaining, organizing and planning suitable presentation of content. Must be proficient in Microsoft 365, including a high understanding of Excel spreadsheets.

Interested applicants must submit a City of Hermiston Employment Application, Cover Letter and Resume to City of Hermiston, Attn: Human Resources 180 NE 2nd Street, Hermiston, OR 97838, or via email to hr@hermiston.gov

First Review of Applicants: October 18, 2024

The City of Hermiston is an Equal Opportunity Employer.





City of Hermiston, Oregon Position Description

Job Title: General Clerical, Senior

Department: Varies

General Statement of Responsibilities

Performs a variety of responsible clerical, administrative, and/or technical duties in support of a department, function, or series of functions. Routinely and independently performs administrative functions or performs technical duties related to the operations of the department. Researches and summarizes information from various sources into a format of own design. Knowledge of the operations, policies, and terminology of the department and the handling of sensitive and confidential information is required.

Supervision Received

Works under the general supervision of an assigned department head with work being reviewed primarily on the basis of results attained.

Supervision Exercised

May provide direct supervision of others in assigned area. May provide training and orientation to newly assigned personnel, and may assign work to temporary workers.

Examples of Duties - Essential Functions

1. Performs technical duties directly related to the function/ operations of the assigned department; coordinates with the public, other organizations and employees the specific functions related to operations of assigned department.
2. Handles information of a sensitive and confidential nature; reviews and disseminates information to appropriate personnel.
3. Gathers data; posts, sorts, checks and maintains computerized data for periodic internal and external reports. Obtains and compiles information needed for administrative use or report preparation where only general directions are received.
4. Composes, edits and types correspondence, technical reports, statistical data and transmittals from handwritten rough drafts or recorded dictation, some of which may require obtaining, organizing and planning suitable presentation of content.
5. Answers phones, routes calls, makes appointments and takes messages. Screens the supervisor's telephone calls; determines which matters can be handled independently.
6. Assists the public, business, and outside organizations in area of responsibility using knowledge of area of responsibility and established guidelines and policies to make decisions or recommendations.
7. Develops, organizes, and maintains filing and report systems for department or work unit.

8. Maintains and reconciles various accounting and budget records; issues purchase orders. Assists in monitoring of departmental budget.
9. May serve as secretary to departmental committees; prepares agendas, information packets, meeting notices, and minutes.

Screening Criteria

Education and Experience:

- A High School Diploma or equivalency; preferably supplemented by coursework in secretarial science or technical aspects of operations in assigned department;
- AND three years' progressively responsible secretarial/office experience in a position equivalent to General Clerical;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses:

Knowledge of: Considerable knowledge of general office practices and procedures. Knowledge of rules of effective business English usage and grammar, spelling, and punctuation; relevant computer and office equipment; business telephone etiquette; business arithmetic; city operations, organization, policies, procedures, regulations and ordinances; pertinent federal, state and local laws, codes, and ordinances. Knowledge of basic principles of bookkeeping and record-keeping as required by the position.

Skills: The operation of standard office equipment, including the operation of a computer to update/access files; typing and 10-key adding machine.

Ability to: Independently investigate, research, and respond to assigned problems; organize material from various sources into a reporting format; maintain confidentiality; Understand and execute oral or written instructions; establish and maintain effective working relationships with other employees, supervisors and the general public; express ideas and convey information effectively orally and in writing; perform typing or data entry work at an acceptable level of proficiency as required for designated positions; work with numbers accurately and rapidly; meet and deal with the public in a pleasant and courteous manner and, at times, in stressful situations; organize material from various sources into a reporting format; maintain confidentiality; establish priorities and organize own workload; accurately classify, file and retrieve materials and documents; deal effectively with frequent interruptions and several situations at one time; operate computerized equipment and utilize software programs to perform assigned duties;

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent sitting while operating office equipment such as computers, keyboards, 10-key, and telephones; and while moving equipment and office supplies. While performing the duties of this position, the employee will be required to stand, walk, sit, and use hands to feel, grasp, reach, and move objects. This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to lift and/or move materials under 5 lbs. frequently, 25-60 lbs. occasionally, and over 60 lbs. rarely. This position requires both verbal and written communication abilities.

Working Conditions: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is primarily working indoors in an office environment. The noise level in the work environment is usually moderate and lighting is adequate.

SIGNATURES:

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbent Name

Incumbent Signature

Date

Supervisor Name

Supervisor Signature

Date

Date Revised: August 2018

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