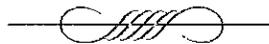


PUBLIC WORKS DEPARTMENT

P.O. Box 970 • 500 W. Third Street • Newberg, Oregon 97132 • 503.537.1234 • Fax 503.554.9411

ADVERTISEMENT POST UNTIL JULY 12, 2013

PUBLIC WORKS MAINTENANCE DIVISION INVITES APPLICATIONS FOR



MAINTENANCE SECRETARY Part-time Permanent (20 Hours/week)

Pay: \$16.61 to 21.26 per hour including pro-rated vacation, sick leave, and holiday accruals.
The position does not include medical, dental, vision, or other benefits.

THE POSITION

The Maintenance Secretary works under the direction of the Public Works Maintenance Superintendent. Provides clerical duties, administrative support and customer service in a team atmosphere for the Public Works Division.

TYPICAL DUTIES

This person performs a wide variety of routine and complex clerical, secretarial and administrative work in the Maintenance Division including but not limited to answering phones, providing customer assistance, cashiering, and data processing. Prepare and process all divisional billing. Composes, types and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness. Responds to inquiries from other employees. Maintains inventories and orders office supplies and materials. Establishes and maintains filing systems and indexes. Special projects as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

- Graduation from a high school with specialized course work in general office practices such as typing, filing, accounting and bookkeeping and four (4) years of increasingly responsible work experience in secretarial, clerical or administrative work.

Knowledge, Skills and Abilities:

Modern office practices and procedures, filing processes, filing processes, maintenance of official records and original documents.

Computer operating systems in a Windows-based environment, Microsoft applications, and Public Works maintenance environment.

Work independently with little supervision, prioritize workload and meet tight time lines, self initiate, set goals, organize, plan and coordinate projects, establish procedures and anticipate and implement changes as needed.

Make independent decisions and exercise judgment consistent with appropriate policies, procedures and techniques.

Proofread material rapidly and accurately, checking for several details simultaneously.

Establish and maintain effective working relationships with other employees, public and private officials and the general public.

Handle stressful situations.

Special Requirements:

2. Valid State Driver's License or ability to obtain one.

The job advertisement is designed to give general information and is not all encompassing.

SELECTION PROCESS

Formal application, rating of education and experience; oral interview and reference check; written exercise; and criminal history background check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Applications are available from:

City of Newberg
Human Resources Department
Online Application at <http://newbergoregon.gov/>
mail: P.O. Box 970
location: 414 E. First Street
Newberg, OR 97132
503.537.1261

Closing Date: July 12, 2013, by 4:00 pm
Applications are required and must be received in the
Human Resources Department no later than this date and time.

The City of Newberg is an Equal Opportunity/Affirmative Action Employer and a Drug & Violence Free Workplace
This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected