



## FINANCE DEPARTMENT

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • 503.537.1216 • Fax 503.537.5013

**ADVERTISEMENT  
POST UNTIL December 22, 2014**

**MUNICIPAL COURT  
INVITES APPLICATIONS FOR**



**ASSISTANT COURT CLERK**

(Part-time Position, 20 hours a week, Limited Benefits)

**Salary Pay (103): \$13.33 – \$17.08 per hour and will be determined upon review of qualifications.  
The position includes pro-rated vacation, sick and holiday accruals,  
but no health insurance or other benefits.**

### **THE POSITION**

This position assists in the coordination of court matters of the City of Newberg. Including but not limited to: Prepares and maintains records, data entry, file preparation, receipt of payments, phone and front counter customer service. LEDS certified desired or attainment within 6 mos. Caselle software experienced preferred. Spanish as a second language preferred. This position is part-time with limited benefits. Preferred qualifications include 2 years experience in a legal or court setting. Competency in court, database use, organization and communication skills are required. The eligible candidate will create an environment focusing on producing excellent quality results.

Exact work schedule is to be set by the Court Administrator, but will be within the M-F, 8-5 timeframe.

### **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:

1. Graduation from an high school or GED equivalent with specialized course work in general office practices such as administrative work, accounting, data processing, and
2. Two (2) years of increasingly responsible related experience such as a legal or secretarial position, or
3. Any equivalent combination of education and experience.

#### **Knowledge, Skills and Abilities:**

1. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.
2. Skill in operating tools and equipment listed in job description.

3. Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or with frequent interruptions.
4. Ability to meet deadlines.
5. High degree of dependability.

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 logical assignment to the position.

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

#### **SELECTION PROCESS**

Formal application rating on education, training and experience; oral interview and employment reference check; and job related tests may be required. A successful criminal background check will be required as a condition of employment. Fingerprinting in order to receive necessary security clearances is also a required condition of employment.

The job description does not constitute an employment agreement between the employer and 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

—or—

eMail Signed and Scanned Packets to: [newberg.recruitment@newbergoregon.gov](mailto:newberg.recruitment@newbergoregon.gov)

**Closing Date:** December 22, 2014 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 Employer*



***The City of Newberg is an Equal Opportunity /Affirmative Action Employer and a Drug & Violence Free Workplace*** Veterans are encouraged to apply. 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 by federal, state or local laws.

Moreover, the City conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. The City strongly encourages women, minorities, individuals with disabilities and veterans to apply to all of our job openings. The City is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, Genetic Information & Testing, Family & Medical Leave, Sexual Orientation and Gender Identity or Expression, protected veteran status, or any other characteristic protected by law. The City prohibits Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

**VETERAN'S PREFERENCE:** The City of Newberg provides qualifying Veterans and disabled veterans with employment preference in accordance with Oregon law. Veterans may claim preference by submitting a Veteran's Preference Form (available on the City's Website at [www.newbergoregon.gov/jobs](http://www.newbergoregon.gov/jobs) - last page of Employment Application) and the required documentation with his/her application material.