BAKER COUNTY JOB OPENING

DEPARTMENT: Parks Department/Hewitt Holcomb Parks in Richland, Oregon

POSITION: Parks Office Assistant

Hourly, Seasonal, Non-Represented

Range 7

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<tr>
<td>$15.01/hr.</td>
<td>$15.70/hr.</td>
<td>$16.53/hr.</td>
<td>$17.34/hr.</td>
<td>$18.21/hr.</td>
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Summary
This classification focuses on providing office and clerical help to Hewitt and Holcomb Parks in the preparation, processing, organization and maintenance of information, records and materials. This includes communicating information to others and appropriately receiving, screening, reviewing and verifying documents or materials. This is a 6-month position, April 1st to September 30th. This is a County Employee position with no benefits included.

Examples of Essential Job Duties:
- Assist public in person and by telephone; perform varied office work and answer questions related to Parks’ reservations, fees, and regulations; assist campers in locating camp-sites, information, and in completing forms, permits, and applications;
- Operate a variety of office equipment which includes automated equipment utilizing specialized databases and systems, copying equipment, and laminator; enter and retrieve a variety of data; review resulting reports and printouts for accuracy.
- Maintain a variety of fiscal and department records; collect and record cash payments; write receipts, balance, prepare receipts; maintain electronic camper files, records and other pertinent materials alphanumerically; prepare daily transaction reports. Follow all fiscal policies of the County. When time allows assist in light cleaning duties.

Education, Experience and Training
Two years’ clerical experience OR a satisfactory combination of experience and training that would demonstrate possession of the requirements of this position. At time of appointment, must possess and have the ability to maintain a valid Oregon driver's license.

A complete job description and application is available upon request or online at:
http://www.bakercounty.org

For additional information, contact Heidi Martin in the Personnel office at 541-523-8200 or 541-523-8209. Applications are available online at: http://www.bakercounty.org/admin/application.pdf and must be submitted to the Personnel office by 5:00 p.m. on the closing date.

POST DATE: March 4, 2021

CLOSING DATE: March 18, 2021 or until filled.