BAKER COUNTY JOB OPENING

DEPARTMENT: Health Department

POSITION: **Department Assistant II**

Full-time, SEIU represented position with benefits

Range 7

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
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<tbody>
<tr>
<td>$2550/mo.</td>
<td>$2669/mo.</td>
<td>$2810/mo.</td>
<td>$2947/mo.</td>
<td>$3094/mo.</td>
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Summary
This classification performs intermediate level clerical support services to assist technical, professional and/or administrative functions of a department. At this level, duties are varied and performed within established guidelines requiring some judgment to determine appropriate procedure.

**Examples of Essential Job Duties:**
- Assist public in person and by telephone; direct calls and individuals to appropriate source; perform varied counter work and answer questions related to departmental programs.
- Perform filing and record keeping duties
- Type documents, forms, letters, reports and maintain statistical records
- Maintain a variety of fiscal and department records; collect and record cash payments, write receipts, code/post to departmental records, balance, prepare and deposit receipts, maintain client files, records, etc.
- Process department mail

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

*A complete job description and application is available upon request or online at: 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: [www.bakercounty.org](http://www.bakercounty.org) and must be submitted to the Personnel office or to Work Source Oregon located at 1575 Dewey Ave., Baker City, OR by 5:00 p.m. on the closing date.

POST DATE: March 12, 2020

CLOSING DATE: March 26, 2020