

Baker County Administrative Services ~ Personnel  
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## BAKER COUNTY JOB OPENING

DEPARTMENT: Commissioners' Office

POSITION: Executive Assistant

Salary Range: 12\*

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$4,385/mo.	\$4,604/mo.	\$4,834/mo.	\$5,076/mo.	\$5,330/mo.	\$5,596/mo.	\$5,876/mo.

\*This position is considered confidential and may qualify for a stipend.

### Summary

This classification performs specialized duties to assist the Board of Commissioners and County Council by performing clerical and office management functions; provide confidential secretarial support; supervise support staff; perform research, compile data; serve as liaison between Board, county departments, advisory boards, and outside agencies.

### Examples of Essential Job Duties:

- Assume responsibility for managing the office of the County Commissioners and County Council which includes act as liaison between department and the public providing information requiring knowledge of County policy and procedure; make appointments and maintain calendars; establish and maintain personnel, financial, statistical, inventory and other responsible records; develop office procedures. Maintain budget; keep Commission Chair updated on budget status.
- Assemble information and prepare agenda for Commission public meetings. Receive items for discussion, review for completeness and accuracy. Brief the Board on agenda submissions. Research and record agenda information for public dispersal with brief description on background information on items of importance. Prepare meeting notices for media and post in a timely manner according to statute. Attending meetings or hearings prepare, distribute and record minutes.
- Maintain foreclosure property information; present information to the Board.
- Assist the public in person and by phone; answer questions related to departmental programs; interpret information about department policies and procedures.

### Qualifications

Minimum: High School Diploma or GED. Five years progressively responsible clerical experience which includes one year office management and supervisory experience OR any satisfactory equivalent combination of experience and formal training.

Preference: Bachelor's degree in Business Administration or related field.

Special Requirements: Possession of or the ability to obtain and maintain a valid Oregon driver's license within 90 days of hire date.

*A complete job description and application is available upon request or online at:*

[www.bakercountyor.gov](http://www.bakercountyor.gov).

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

POST DATE: February 24, 2025

CLOSING DATE: March 10, 2025 or until filled