



Baker County Administrative Services ~ Personnel
 1995 Third Street, Baker City, OR 97814
 Ph: (541) 523-8209; Fax: (541) 523-8340
 E-mail: schristensen@bakercountyor.gov

BAKER COUNTY JOB OPENING

DEPARTMENT: Health

POSITION: Office Manager

Salary Range: 9

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|-------------|-------------|-------------|-------------|-------------|
| \$3,191/mo. | \$3,348/mo. | \$3,514/mo. | \$3,696/mo. | \$3,873/mo. |

Summary

The classifications within this two-level series have a focus on organizing and directing office operations and providing support to a department head in addition to providing direct secretarial assistance as needed and/or supervising support staff. Organizing and directing an office typically include coordinating workflow and communication and developing procedures, policies, materials/forms, and filing and other support systems (including confidential documents) for efficient office operations.

Examples of Essential Job Duties:

- Assume sole responsibility for managing the office of a County manager which includes: act as liaison between department, other departments and agencies and the public providing information requiring knowledge of departmental policy and procedure; maintaining personnel, financial, statistical, and other responsible records; develop office procedures.
- Provide secretarial support; coordinate incoming and outgoing information, paperflow, etc. for manager. Process and maintain confidential documents including personnel and payroll records. Design, compose and type various correspondence, legal documents, forms, graphics and reports; perform complex word processing and data entry; type from dictation, rough draft or notes; operate a variety of complex office equipment which includes automated equipment utilizing specialized databases, spreadsheets and systems.
- Assist public in person and by telephone; direct calls and individuals to appropriate source; answer a wide variety of questions related to departmental programs; assist public in locating and obtaining various materials, information and in completing forms, permits, licenses and applications. Interpret to public any information requiring knowledge of department policies and procedures in order to provide assistance, exchange information and solve problems.

Qualifications

Minimum: Three years progressively responsible clerical experience supplemented by training in business or secretarial sciences OR any satisfactory equivalent combination of experience and training.

Preference: Specific knowledge or experience related to assigned department.

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

For additional information, contact Shelly Christensen in the Administrative Services office at 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: April 25, 2024

CLOSING DATE: May 10, 2024 or until filled