



City of Stayton Job Announcement **Office Specialist**

The City of Stayton is seeking qualified applicants to fill our Office Specialist position. This full-time, non-exempt position provides general administrative support for the Public Works and Community and Economic Development Departments, processes building, right-of-way, site development, change-of-use, and sign permits, land use applications, responsible for rental of City facilities and advises customers on appropriate licenses or permits needed, procedures to obtain them and associated fees.

EDUCATION / EXPERIENCE

- High School Diploma (or equivalent) plus three years of experience in an administrative, secretarial, or clerical position, or equivalent combination of experience and training.
- Customer service experience. Courteously meet and deal effectively with other employees and the public.
- Experience establishing and maintaining records, reports, and statistical data.
- Considerable knowledge of standard office practices and procedures, basic knowledge of English composition, spelling, and grammar.
- Expertise in Microsoft Office Suite, specifically Word and Excel, is essential.
- Proficiency in Adobe Acrobat, including form creation and editing, is essential.
- Ability to type rapidly and accurately – 40 WPM; use of modern office equipment and machinery; processing information on a computer.
- Ability to deal with hostile or difficult customers while maintaining a professional attitude.

DESIRABLE EXPERIENCE

- Knowledge of building construction or permit/license transactions.
- Experience with Microsoft Office and editing and creating Adobe Acrobat PDFs.

CERTIFICATES/LICENSES/REGISTRATIONS

- Possession of or ability to obtain within 90 days of employment a Notary Public commission.

Salary range is \$46,203 to \$60,285 per year; starting salary is dependent on qualifications and experience. The City offers a comprehensive and competitive benefits package including vacation, holidays, sick leave, on-call pay, health insurance choice of Regence or Kaiser (85% City paid; Regence includes City paid HRA VEBA), defined benefit retirement plan eligibility at six months, life insurance, and long-term disability.

To learn more go to www.StaytonOregon.gov and visit the “EMPLOYMENT” section, where you can download the job description and application. Applications may be submitted via email to Human Resources at hr@staytonoregon.gov, or via regular mail to the City of Stayton, 362 N. Third Avenue, Stayton, Oregon 97383.

Open Until Filled
First Review begins Friday, March 28, 2023 at 5:00 p.m.

The City of Stayton is an Equal Opportunity Employer