



CITY OF CANBY

JOB ANNOUNCEMENT

Confidential Administrative Assistant / Administration Department

Full Time / Non-Exempt / Non Represented

Salary: \$21.12 - \$28.04 / hourly salary, plus City paid PERS & Excellent Benefit Package

Opens: October 20, 2020

Closes: November 6, 2020 at 5:00 PM

Apply to: Human Resource Department
City of Canby
PO Box 930
Canby, OR 97013
(503) 266-7961 fax
bissetm@canbyoregon.gov

SUMMARY AND REQUIREMENTS: Perform a variety of administrative activities to support the Administration Department; including Human Resources and City Recorder. Provide customer service for applicants, employees, citizens and others doing business with the City. Assist with back up of front counter. Handle a variety of confidential communications relating to personnel, legal, risk management or other City issues. Develop and maintain filing systems that are orderly, logical, and ensure easy retrieval, safety and integrity of files and records, in accordance with established retention guidelines; including but not limited to personnel files, risk management records, legal documents and correspondence. Copy documents or files for supervisor as requested. Act as a records coordinator to archive records and prepare destruction forms based on retention requirements. Coordinate the city wellness program. Coordinate with employees and supervisors when CDL medical exams are due. Schedule appointments when necessary. Schedule immunization appointments, flu shot clinics, health and wellness fairs, pre-employment testing, etc. Coordinate and perform other projects, functions, and tasks, as assigned. A high attention to detail is required. Bilingual candidates encouraged to apply. Equivalent to high school education and three to five years of general office experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. *(Refer to full Job Description for additional information and requirements.)*

APPLICATION MATERIALS: A completed and signed City application, resume and cover letter must be received by the Human Resource Department for the application to be complete. Electronic copies must be signed. Application materials can be downloaded from <https://www.canbyoregon.gov/Jobs/jobopenings.htm>, picked up at Canby Civic Offices 222 NE 2nd Ave., Canby OR 97013 (please call first as our office building is closed to the public), or requested by mail by calling Human Resources at (503) 266-0733.

SELECTION PROCESS: Application materials will be used to select finalists. Candidates selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be subject to a pre-employment background investigation.

NOTIFICATION: Applicants who were not selected will be notified once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER: The City of Canby is an Equal Opportunity Employer dedicated to a policy of non discrimination in employment on the basis of race, color, religion, sex, national origin, age, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. The City of Canby provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 266-0733.