



LINN COUNTY DISTRICT ATTORNEY

County Courthouse, Fourth & Broadalbin Streets
Post Office Box 100, Albany, Oregon 97321
Telephone (541) 967-3836 • FAX (541) 928-3501

DOUG MARTEENY
District Attorney

SENIOR DEPUTY DISTRICT ATTORNEYS
DOUGLAS R. PRINCE
RICHARD WIJERS
ANI YARDUMIAN

DEPUTY DISTRICT ATTORNEYS
JULIA BAKER
LINDY BROWNBACK
JACE D. COOK
JONATHAN CROW
CONOR MCCAILL
MICHAEL PAUL
ROBERT BEAVER
COLEEN E. CERDA
JESSICA L. COONEY
RYAN LUCKE
ALEX OLENICK

Victim Services
541-967-3805

JOB ANNOUNCEMENT

CLASSIFICATION TITLE OF THE JOB: Temporary Clerical Assistant

CLASSIFICATION NUMBER: NA

CLASSIFICATION CATEGORY: Temporary, non-classified (non-union) position

ESSENTIAL FUNCTIONS OF THE JOB:

- Document imaging.
- Assist the public by telephone and in person in a professional & friendly manner. Direct calls and individuals to appropriate source. Return calls & respond to emails in a timely manner.
- Assist legal secretaries with clerical tasks as directed.
- Open and distribute mail.
- Use computer to maintain records & retrieve information with accurate data entry.
- Ability to operate and trouble-shoot general office equipment.

QUALIFICATIONS:

- Ability to manage and maintain sensitive and confidential information.
- Ability to establish and maintain cooperative working relationships.
- Requires the ability to plan, organize and prioritize work in order to meet deadlines.
- Requires the ability to independently perform the duties of the position efficiently and effectively.
- Must be able to work with and respond appropriately to highly agitated and threatening people.
- Working knowledge of Microsoft Office in a Windows environment.
- Comprehend and follow complex instructions.
- Excellent oral and written communication skills.
- Must pass a criminal history background check, which includes fingerprinting.
- Maintain regular and predictable work attendance. Must be punctual and dependable.
- Technologically savvy.
- Use of media software.
- High school diploma or equivalent.

SALARY: \$13.50 per hour, maximum of 19 hours per week. Schedule to be determined.

CLOSING DATE: Open until filled.

HOW TO APPLY: Applicants must submit the following: a cover letter; a Linn County District Attorney application and resume to: Linn County District Attorney's Office, Attn: Amy Guyer, PO Box 100, Albany, OR 97321 or Email: aguyer@co.linn.or.us.

Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Application forms may be obtained, at the Linn County Web page, <http://www.co.linn.or.us>.

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER