



**City of Milwaukie
Employment Opportunity**

Administrative Specialist II

Apply by: May 17, 2011, 4:00 p.m.

Status: **Full-time 40 hours/week, Benefit eligible**

Hours: **Monday – Friday, general business hours**

Work location: **City Hall, 10722 SE Main Street, Milwaukie, OR**

Department: **Finance**

Salary: **\$35,520 - \$45,324 Annually – Non Exempt, Represented**

Benefits: **Family medical/dental/vision insurance; life/disability insurance; unemployment insurance; Social Security; PERS paid by employer, additional 2% of base salary placed in deferred compensation account, vacation, sick leave and holiday pay.**

The City of Milwaukie is seeking an Administrative Specialist with exceptional customer service skills and the ability to work with both internal and external customers in an often busy and demanding environment.

This position performs a variety of reception and administrative support activities of moderate complexity in support of processing traffic court and utility payments, a primary focus of this position will be cash receipting. Will assist the public in person and on the telephone and must be able to respond to inquiries in a professional, courteous and informational manner. Performs a variety of data entry functions; inputs data from various sources; ensures data is posted to appropriate accounts and proofreads data for accuracy and completeness. Also processes the daily incoming and outgoing mail, files and sends correspondence by mail.

Qualifications: A high school diploma or GED and two years of progressively responsible related experience. Must have thorough knowledge of office practices, procedures, equipment usage and intermediate to advanced experience in word processing, database and spreadsheet software (Microsoft Office). The ability to work as a team member and establish and maintain effective working relationships a must. Accounting experience desirable.

Selection Process: A screening of all application materials will be completed to determine the candidates being invited to an interview. Preference will be given to those applicants who have direct and relevant education and/or work experience. Interviews may be scheduled as qualified applications are received. Offers of employment are contingent upon successful completion of a pre-employment background screening, which may include a background check, drug screen and physical exam.

Application Process: All candidates must complete a City of Milwaukie employment application. Resumes may be included but are not accepted in lieu of an application. Application materials are available for download at www.cityofmilwaukie.org. Please mail or bring your signed application materials to City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, OR 97222.

Immigration law notice: Only US citizens and aliens authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard for race, color, religion, sex, national origin, age, marital status, familiar status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Veteran's preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for City of Milwaukie positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the application form. To qualify for veteran's preference, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual under the Americans with Disabilities Act of 1990 and will be requesting accommodation or assistance with any part of the application process, please notify Human Resources.

***Equal Opportunity/Affirmative Action Employer
Women and Minorities are Encouraged to Apply***