

Columbia County



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Employment Opportunity

Human Resources Department
230 Strand, St. Helens, OR 97051
Phone: (503)397-3874
www.co.columbia.or.us

July 23, 2015

POSITION: **OFFICE SPECIALIST.** This position works part-time 18.5 hours per week. We are interested in hiring someone who wants the part-time work and is not interested in full time work. **This job is not anticipated to increase to full time at any time in the future. It is a perfect position for an experienced person who wishes to work part time.**

POSITION #: 15-003 **DEPARTMENT:** Human Resources

SALARY: \$17.29-\$21.40 per hour. This position is covered by PERS.

CLOSING: **August 10, 2015.** Applications must be **received** electronically by 5:00 pm on the closing date. **Applications will only be accepted via online submission**

DUTIES: Perform a wide variety of simple to complex administrative duties in support of the department, including receptionist duties, maintaining the filing system, data entry and update of the HRIS, plus coordination and implementation of a wide variety of projects related to HR.

TO QUALIFY: High school graduate with a preference for additional education. At least two years work experience in an office environment with **at least one year of working experience in Human Resources required.** Any satisfactory combination of experience and training which demonstrates the job duties may be accepted.

SPECIAL NECESSARY REQUIREMENTS: Must have the ability to maintain the confidentiality of issues encountered.

APPLICATIONS: Columbia County applications are mandatory. The application form must be filled out completely for consideration and the instructions online followed correctly. Incomplete or unsigned applications will not be accepted. Complete the application online and email to HRJobs@co.columbia.or.us

An Equal Opportunity Employer (a copy of the County's EEOP may be obtained by calling the number listed above)