

## Administrative Assistant

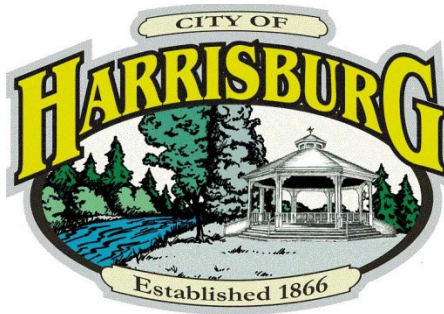
The City of Harrisburg is seeking an Administrative Assistant. The ideal candidate has municipal experience, and performs complex, analytical, and technical tasks. This employee works with Utility Billing, Building Permits, Back Flow Assembly, and Code Enforcement. The tasks involve, but are not limited to, resolving complaints and violations regarding the City's Municipal Code, responsibility for operating and monitoring the City's Building and Electrical Permit programs, monitors/operates the City's backflow program, and works in Utility Billing. The Administrative Assistant also works on the City's webpage/social media and is often the front line for providing City information to the public.

Desired qualifications include an associate degree in communications, public administration or business administration, and a minimum of two years of progressively responsible experience at a municipality; or the education and experience sufficient to successfully perform the essential duties of this position. Must pass an extensive criminal background check and complete CJIS (Criminal Justice Information Services) training within two weeks of hire. Familiarity with the Caselle software system is desired, but not required.

The wage scale for an Administrative Assistant is \$22.74 to \$29.92 hourly. An excellent benefits package includes PERS, vacation, 11 paid holidays, sick and longevity pay as well as medical, vision, dental, an HRA/VEBA plan and life insurance for employees and dependents.

Provide us with a City employment application, resume and include a cover letter addressing the following questions: 1.) Indicate what level of experience or knowledge you may have in relation to building permits and building codes. 2.) What kind of customer service experience do you feel a government should provide to its patrons? 3.) What kind of experience do you have in analyzing and interpreting code, and/or policies and applying it to real life situations? 4.) What kind of software are you familiar with/have used in the past?

Submit your application packet to the City of Harrisburg, 120 Smith St., PO Box 378, Harrisburg, OR 97446 by January 15, 2024 at 5:00pm. Questions can be sent to [meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us) or [lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us) Applications are available on the City website, or in City Hall. The City of Harrisburg is an Affirmative Action/EOE and complies with Section 504 of the Rehabilitation Act of 1973. Veterans' preference is provided with a Veterans' Preference Form, and submission of a copy of form DD-214 or 215 (Copy 4).



## **Administrative Assistant**

### **Position Description**

**Reports to:** Finance Officer & City Administrator.

**Job Summary:** The Administrative Assistant performs a variety of tasks related to four city programs: This employee works with Utility Billing, Building Permits, Back Flow Assembly, and Code Enforcement. The tasks involve, but are not limited to, resolving complaints and violations regarding the City's Municipal Code, responsibility for operating and monitoring the City's Building and Electrical Permit programs, monitors/operates the City's backflow program, and works in Utility Billing. The Administrative Assistant also works on the City's webpage/social media and is often the front line for providing City Information to the public.

This position is non-exempt; there are no supervisory functions for this employee.

#### **Essential Duties/Functions and Responsibilities**

1. Respond to customer service questions, concerns, complaints, and requests, regarding city matters over the telephone, in person, and by electronic communication with patience and diplomacy. Coordinates and provides front counter staffing, as needed.
2. Keep supervisor informed of job-related matters. Willingly accepts direction from supervisor and other staff members.
3. Conducts field investigations of reported code violations; gathers evidence; interviews complainants, witnesses and property owners or occupants; compares facts to code requirements; develops findings and issues warnings, correction notices, notices of violation and citations. Works with the Coburg Police Department and LCSO on code enforcement issues and represents the City in Municipal Court as needed.
4. Prioritize work assignments and work closely with the Utility Billing Clerk, Finance Officer, and City Administrator.
5. Performs utility billing duties, assisting the Finance Officer with meter reading and utility bill creation. Maintains a professional and effective record keeping system for utility billing. Works with patrons to establish payment arrangements as needed according to policy. Responsible for City Newsletter Posting and Coordination on the website and Facebook. Operates as a back up to the Utility Billing Clerk when needed.
6. Meets with the public to review and explain code requirements and communicates and identifies code-related dispute resolutions.
7. Maintains and assigns addresses to City properties and notifies authorities of address assignments as required by state law.
8. Reviews building permits for compliance with code provisions and land use approval. Ensures building permits are reviewed and approved in a timely manner as required by the IGA with Junction City for building permit functions. Issues approved building permits

and reviews the maintenance and tracking of funds for the Building Permit and Electrical Permit Programs through Accela Software.

9. Assist the Planner with permits and working with the public on land use requests when needed.
10. Calculates System Development Charges for building permit activity.
11. Maintain and process Backflow Device Reports including sending out notifications to residents and enforcing compliance with Oregon Administration Rules.
12. Perform other duties and tasks as assigned.

**Non-essential Duties:**

1. May occasionally attend evening meetings, off-site trainings and conferences. This includes occasionally serving to take minutes at night meetings in the absence of the City Recorder and/or Deputy Recorder.
2. May serve as a member of the Safety Committee or any other employee committees.

**Education, Qualifications and Experience:**

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability demanded by this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. This employee must have a current/valid driver's license to drive a City Vehicle when required.

Education and Experience:	Associates degree in communications, public administration, or business administration, and at least two years of work experience; or, a combination of education and experience sufficient to successfully perform the essential duties of the position.  Must pass an extensive criminal background check.
Language Skills:	Ability to read, analyze, and interpret reports, financial records, and legal documents. Ability to respond to frequent inquiries and complaints from the public, regulatory agencies, supervisor, subordinates, members of the business community, etc. Ability to effectively present information orally and in writing to supervisor, and City Council.
Reasoning Ability:	Ability to identify and solve complex problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret information and instructions furnished in written, verbal, diagram, or schedule form.
Computer Skills:	Ability to operate a computer. Ability to use word processing software, municipal services software, email communication, spreadsheets, and other online applications and software.
Work Relationships:	This employee must have the ability to effectively prioritize work, and set performance goals. The employee will have frequent contact with

the public both inside and outside of the office environment. The employee is part of a team and will contribute accordingly.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. The employee will use hands to handle objects, tools, or controls. The employee is occasionally required to balance, stoop, kneel, crouch or crawl.

The employee will regularly lift and/or move objects or materials up to 10 pounds, and occasionally to lift and/or move objects up to 50 pounds. Specific vision requirements to perform this job include both far away and close up vision, color vision, peripheral vision, and depth perception. The employee may be required to operate a computer up to six hours or more a day.

**Working Conditions:** Work is performed both in a climate-controlled office environment and outdoors. Employee will be required to drive a city vehicle on occasion.

**Attendance Requirements:** Work is during the daytime, while occasional evening work may be required. Employee is expected to arrive at work by 8:00 am and leave at 5:00 pm. Weekend, and holiday work may be assigned when needed.

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## Physical Requirements: Light Work Position

**POSITION INFORMATION:**

Job Title: Municipal Court Clerk

Employer: The City of Harrisburg

**Frequency Definitions:**

- (N)** Never: Not required and not done on the job.
- (R)** Rare: May be required on a very infrequent basis; less than 1% work shift; may occur 1 – 5 times per day; less than 1% of an 8-hour work shift.
- (O)** Occasional: Occurs between 1% – 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.
- (F)** Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.
- (C)** Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

**WORKING CONDITIONS**

Particular working conditions associated with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above). Provide specific details as to condition.

N	R	O	F	C	Condition	Comments/Detail (as applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Indoors	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoors	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extended work hours	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel to multiple worksites	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Low background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High background noise	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fumes/odors	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varied/extreme temperatures	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to hazardous materials	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal protective equip. required	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

**MATERIALS AND EQUIPMENT USED**

Particular materials and/or equipment used with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definition above). Provide specific detail as to height of lift/lower, distance of reaching, average/emergency situations, etc.

Condition	Comments/Detail
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Computer	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Mouse/Trackball	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Ten Key/Calculator	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Copier	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Fax Machine	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> E-mail	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Telephone	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Hand Tools	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Automobile (company <input type="checkbox"/> personal <input checked="" type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (specify)	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (specify)	

**PHYSICAL DEMANDS**

Particular physical demands associated with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definition above). Provide specific detail as to height of lift/lower, distance of reaching, average/emergency situations, etc.

Physical Demand	Descriptive Details/Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Standing	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Walking	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Sitting	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Driving	
Lifting/Lowering (Max: 40 Avg. 10 lbs.) with assistive equipment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Carrying (Max: 40 Avg 10 lbs.)	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pushing (Max: Avg. lbs.)	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pulling (Max: Avg. lbs.)	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Climbing (Max height: )	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Stairs	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Balancing	
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Stooping	
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Twisting	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Kneeling	
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Crouching	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Crawling	

**PHYSICAL DEMANDS (CONTINUED)**

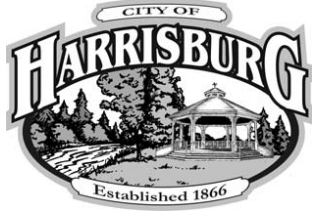
Particular physical demands associated with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definition above). Provide specific detail as to height of lift/lower, distance of reaching, average/emergency situations, etc.

Physical Demand	Descriptive Details/Comments
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Reaching overhead	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Reaching shoulder level	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Handling	
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pinching	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Grasping	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Wrist motion	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Speaking	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Hearing	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Seeing	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Writing	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Depth Perception	
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Color Vision	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (specify)	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other (specify)	

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



City of Harrisburg  
120 Smith Street  
PO Box 378  
Phone: (541) 995-6655  
Fax: (541) 995-9244

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## APPLICATION FOR EMPLOYMENT

(Pre-employment Questionnaire) (AN EQUAL OPPORTUNITY EMPLOYER)

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### Personal Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Current Address:

If you have lived at your current address for less than one (1) year, please provide your prior address:

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Are you at least 18 years old: Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status: Yes No

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### Employment Desired

Position: \_\_\_\_\_ Date Available: \_\_\_\_\_

Are you currently employed: Yes No May we contact your current employer: Yes No

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### Education

Name & Address	# of Years Attended	Graduate (Y/N)	Major
High School			
College / University			
Trade, Business, or Tech. School			

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### General

Subjects of special study or research work:

Do you have a valid Drivers License? Yes No Do you speak another language? Yes No  
If yes, what language?



Special Skills:

Activities (Civic,  
Organizations):

\*Exclude organizations whose name indicates the race, creed, sex, age, marital status, color or nation of origin of its members.

US Military Service:                      Rank:                      Are you active reserve:                      Yes                      No

In order to prove your eligibility for Veterans preference, you must submit a Harrisburg Veterans preference Form, with your DD214 or DD215 (Copy 4) form, with your application permit, prior to the job posting deadline.

**Employment** (List at least three employers, starting with the most recent)

Dates Mo/Yr	Name & Address	Position Held	Reason for Leaving
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From / To

From / To

From / To

From / To

Which of these  
jobs did you like  
the best and why:

**References** (Provide three references not related to you, who have known you at least one year)

Name	Address & Daytime Phone Number	How You're Acquainted	Years Acquainted
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1.

2.

3.

In case of emergency, notify:

Name	Address	Phone
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"I CERTIFY THAT ALL INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE CITY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE CITY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE CITY. I UNDERSTAND THAT MY APPLICATION FOR EMPLOYMENT DOES NOT CONSTITUTE AN EMPLOYMENT CONTRACT OR AGREEMENT FOR EMPLOYMENT."

Signature:

Date: