



Administrative Assistant/ Deputy Recorder

The City of Shady Cove, OR is currently accepting applications for the position of Administrative Assistant/ Deputy Recorder. Located in Jackson County and twenty miles North of Medford on Highway 62 (Crater Lake Highway). Shady Cove is a small rural tourism based town with many natural amenities.

The employee in this position will be performing, under the general supervision of the City Administrator, a variety of duties including the completion of various administrative, planning and clerical duties. Among other skills the preferred candidate will possess a knowledge of Municipal organization, operations, policies, and procedures; front counter customer service; knowledge of basic principles of record keeping, case files and records management; ability to operate a personal computer utilizing a variety of business software (be highly proficient in Microsoft Office, web tools and scheduling software.; ability in writing accurate reports, documents and correspondence; skill in working independently and as a team member maintaining composure, and working effectively with both citizens and builders and developers in an environment with changing priorities; skill in effective oral and written communications and in analyzing problems while determining effective solutions.

Minimum Qualifications:

Education: High School graduate with some college experience in public or business administration, planning or closely related field OR, an equivalent combination of education and experience.

Experience: 5 or more years of increasingly responsible experience in municipal or private sector as clerical or administrative assistant OR an equivalent combination of education and experience.

Salary: Starting Salary \$29,196 DOQ & DOE

Benefits: PERS Retirement, Medical & Dental

Closing Date: August 20 or until filled

Posted: 7/09/2010

Individuals interested should send their cover letters and resumes to the City of Shady Cove, Administrative Recruitment, 22451 Hwy 62, P.O. Box 1210, Shady Cove, OR 97539 or e-mail to cityadmin@shadycove.net .

A complete list of duties is available at www.shadycove.net/ . or call 541-878-3757.

Applications accepted until August 20 or until filled. EOE.