



## **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](mailto:cityadmin@shadycove.net) .

A complete list of duties is available at [www.shadycove.net/](http://www.shadycove.net/) . or call 541-878-3757.

Applications accepted until August 20 or until filled. EOE.