

City of Molalla office Specialist IV

Job Status

Open - open and accepting applications

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CITY OF MOLALLA, OREGON

OFFICE SPECIALIST IV

\$47,349-\$58,872 Plus Benefits and City Paid PERS

First Review of Applications – March 15, 2024

Position Open Until Filled

The City of Molalla is seeking a full-time, non-represented, Office Specialist IV who performs administrative duties of a routine and repetitive nature involving applications of everyday office procedures. Responsible for processing and maintaining Court records, customer service, payments, preparing files, assisting in Courtroom, as well as front counter of City Hall. Communicates professionally with internal and external customers and is responsible for security of confidential information.

Education and Experience

- * High School Diploma required (Associate degree or higher preferred).
- * 3 years experience in an office environment in a local government setting is preferred or
- * The City will consider applicants with any combination of education and experience that illustrates qualifications for this role.

Minimum Qualifications (required)

- * Knowledge of office practices, procedures, and equipment.
- * Ability to multitask in a fast-paced work environment.

- * Ability to work independently or as a team.
- * Ability to efficiently prioritize multiple time-sensitive demands.
- * Ability to maintain effective working relationships and to work cooperatively with staff and external customers with patience and courtesy.
- * Ability to work with and maintain the security of confidential information.
- * LED Certified or ability to become LED certified within 60 days of being hired.
- * Verbal, written and digital communication skills.
- * Strong ability to work with the public and de-escalate confrontational situations.

Employment application and a full position description are available in person at 117 N Molalla Ave., Molalla OR 97038, or on the City's website (www.cityofmolalla.com) by selecting "Your Government" at the top of the screen and navigating to "Job Openings."

A completed City of Molalla employment application, cover letter, and resume are required.

Please send completed material to: Molalla City Hall, Attn: Human Resources, PO Box 248, Molalla OR 97038 or email to [aoliva \[at\] cityofmolalla.com](mailto:aoliva@cityofmolalla.com).

The City of Molalla is an EEO and Veteran's Preference employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.

All offers of employment are subject to successful completion of a pre-employment background check, reference checks, and in the case of safety-sensitive positions, drug, and alcohol testing.

Job Posting

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