

CITY OF BAKER CITY, OREGON

P.O. Box 650 Baker City, Oregon 97814-0650 (541) 523-6541 (541) 524-2049 FAX



Job Announcement

City Recorder/Executive Assistant

Open Until Filled

First Review: June 21, 2021 @ 4:00 p.m.

The City of Baker City is seeking a City Recorder/Executive Assistant. This position performs a variety of routine and complex clerical and secretarial work in keeping official records and providing administrative support to the City Manager. As City Recorder, this position is the City Elections Official and is required to learn and understand Oregon election laws. The position also assists in the administration of the standard operating policies and procedures of the departments and serves as the IT Coordinator. Primary duties as the IT Coordinator include analyzing systems and processes, maintaining workstations and networks, and designing, developing and maintaining Web-based applications.

This is a non-represented, exempt position. Hours worked are Monday through Friday, 8:00 a.m. to 5:00 p.m., with some evening hours required.

Salary: Base-Step 4: \$3,270-\$3,680 per month depending on qualifications plus an excellent benefits package.

Minimum qualifications: Ability to pass typing test at 55 wpm net; proficiency in Windows and Microsoft Office programs; three years' experience in office and clerical work; training in clerical and office practices and personal computers; proficient in computer systems and Microsoft Teams; or any equivalent combination of related education and experience which demonstrates provision of the knowledge, skills, and abilities listed above. For a complete job description, please contact Robin Nudd, HR Manager or visit www.bakercity.com.

To apply: Submit a letter of interest and completed application to: Robin Nudd, P.O. Box 650, Baker City, OR 97814. Electronic submissions will be accepted and may be emailed to humanresources@bakercity.com. Successful applicants will be contacted by phone for an interview. Applicants not chosen for an interview will be notified by mail. **This position is open until filled with first review on June 21, 2021 at 4:00 p.m.**

The City of Baker City is an EEO Employer.