

**City of Burns  
Job Announcement**

**Part-Time Office Assistant Position**

Title: Part-Time Office Assistant  
Salary: \$15.58 per hour  
Status: Part-time Non-exempt

Opens: September 3, 2019  
Closes: Open until filled

The City of Burns is seeking a part-time Office Assistant, approx. 20 hours a week, to provide general customer service, including directing telephone calls, organizing filing systems and receiving payments. In addition, the position performs basic clerical and accounting tasks as needed. Considerable knowledge of English grammar, spelling, and punctuation; knowledge and understanding of modern office and clerical practices procedures, and equipment preferred.

High school diploma or equivalent required.

An essential function of the position requires access and use of certain confidential and sensitive financial information. The city's obtainment and review of an applicant's credit history, background, and /or criminal investigation reports is substantially job-related. Any offer of employment will be contingent on the applicant passing a credit history, background, drug test, and/or criminal history investigation. The investigation will be made subject to and in accordance with applicable law.

If you are interested in this position, please visit the city's website at [www.ci.burns.or.us](http://www.ci.burns.or.us) or City Hall, 242 S. Broadway, Burns, Oregon 97720, for the application. To apply, candidates must submit a completed application. Job will remain open until filled. Applications may be submitted via email to City Manager Dauna Wensenk at [dwensenk@ci.burns.or.us](mailto:dwensenk@ci.burns.or.us), or mailed or hand delivered to City of Burns, Oregon 97720. Envelopes (and the subject line of all email submissions) must be clearly labeled "Office Assistant Position." Please feel free to call City Manager Dauna Wensenk if you have any questions at 541-573-5255.

In accordance with applicable law, veterans who meet the minimum qualifications for the position may be eligible for veterans' preference in public employment.