JOB ANNOUNCEMENT

ORIGINAL POSTING DATE: October 10, 2025

**CLASSIFICATION TITLE OF THE JOB: Temporary Office Specialist – Duration up to six months with the potential of working into a full-time position.**

**ESSENTIAL FUNCTIONS**

* Accounts receivable.
* Prepare invoices and statements for submission to accounting; code to proper accounts; reconcile invoices with monthly statements.
* Assist with various reporting requirements.
* Answer phones, respond promptly to voicemails and emails, assist guests at the front counter.
* Ability to quickly learn and utilize multiple computer applications; must have significant experience with MS Office.
* Provide administrative support to the Parks Department Management Team and Park Rangers.
* Maintain regular and predictable work attendance; Monday through Friday, 8:30am – 5:00pm.
* Other clerical functions as assigned.

**MINIMUM QUALIFICATIONS**

* Ability to use standard office equipment including a 10-key calculator and computer.
* Ability to make involved and varied arithmetical computations rapidly and accurately.
* Must be detail oriented with acute attention to accuracy and detail.
* Must be able to perform work effectively during changing priorities and interruptions.
* Strong verbal and written communication skills.
* Ability to establish cohesive and harmonious working relationships with co-workers, vendors, other county departments, government agencies and the public.
* Graduation from a senior high school and two years of progressively responsible clerical experience.
* Possession of a valid Class C motor vehicle operator’s license with a satisfactory driving record.
* Must pass a criminal history background check.

**SALARY, BENEFITS, HOW TO APPLY:**

* **SALARY RANGE:** $**19-$21 per hour (DOQ).**
* **BENEFITS:**
	+ Sick accrual at a rate of 1 hour per 30 hours worked.
* **CLOSING DATE: October 24, 2025**
* **HOW TO APPLY**: Must submit a completed Linn County employment application, resume and cover letter to the Linn County Parks Department, Attn: Dena Barawis 3010 Ferry St. SW, Albany, Oregon 97322 or via Email: parksjobs@co.linn.or.us. Application forms can be obtained at the Linn County Home Page at <https://www.linncountyor.gov/jobs> or via the Parks website at Linnparks.com.