



JOB OPPORTUNITY

Business and Community Services for Clackamas County Administrative Assistant Business and Economic Development

Clackamas County's Business and Economic Development Division is seeking a detail-oriented and customer-service driven Administrative Assistant to provide the full range of administrative support to management. This position requires knowledge and experience with business and corporate work structures and communication, project management, budgeting, and report preparation.

This individual must be able to handle multiple tasks, working within tight deadlines, be flexible, able to work in a fast paced environment and able to work independently.

Minimum Qualifications include:

- One year of experience preparing, assembling and/or coordinating annual and supplemental budget documents within established budgetary and operational regulations and guidelines; gathering and compiling budget information from management staff; preparing budget adjustments and recommendations, including analyzing and/or estimating resources and needs; administering budget line items; monitoring budget requests, expenditures and revenues for accuracy and appropriate budget accounts; maintaining internal fiscal records.
- One year of experience working within a business or corporate setting or working directly with businesses or a corporation.
- At least one year of experience in database management.
- At least one year of experience performing administrative support duties.
- Intermediate Word, Access, Powerpoint, Excel software applications.

Please View Job Announcement Online to View Other Requirements. www.clackamas.us

Department:	Business and Community Services
Position Opens:	October 10, 2011
Position Closes:	October 17, 2011
Salary & Benefits:	Hourly Salary: \$18.91 - \$23.78 Plus excellent benefits

**To apply and for more information, please review the online job posting at:
<http://www.clackamas.us/> and click on the "Jobs" tab.**

Please contact Alice Ciot for more information:

aciot@co.clackamas.or.us 503-742-5461

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / DRUG-FREE WORKPLACE

Department of Employee Services • Personnel Division •

Public Service Building • 2051 Kaen Road, 3rd Floor • Oregon City, OR 97045 •

Phone: (503) 655-8459 • Jobline: (503) 655-8894 • Hearing Impaired: (503) 657-4544 • FAX: (503) 742-5468

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