

CITY OF HUBBARD
ADMINISTRATIVE ASSISTANT / COURT CLERK
\$2,997 to \$3,646

Perform a variety of routine and complex clerical, secretarial, and administrative work in keeping official records, providing administrative support to the Director of Administration/City Recorder and Finance Director, and performs a variety of duties as Court Clerk for the Municipal Court. Associates Degree in Business Administration, previous experience in municipal court and/or utility billing administration duties preferred, or three years of increasingly responsible related experience. Attend some nightly meetings. Must be able to obtain a valid driver's license, notary commission, a bond, pass background check. FT w/benefits. City of Hubbard, 3720 2nd Street, PO Box 380, Hubbard, OR 97032, Phone (503) 981-9633 or webpage www.cityofhubbard.org for application and job description. Equal Opportunity Employer. Open until filled.