

**CITY OF HUBBARD, OREGON**  
**PUBLIC WORKS OFFICE ASSISTANT**  
**Part-Time \$15.71 - \$19.11/Hour**  
**First Review of Applications February 14, 2019**

OPEN UNTIL FILLED. The City of Hubbard is accepting applications for the position of Public Works Office Assistant. The Public Works Office Assistant reports directly to the Public Works Administrative Manager, performs a variety of routine office support duties and clerical tasks using standard office equipment, forms and documents. Must possess a High School Diploma or GED, must have general office experience including the use of computers and Microsoft Office programs, type 50 words per minute, experience with customer service; or any combination of experience and training which provide the equivalent scope of knowledge, skills, and abilities necessary to perform the work. This position is permanent part-time working approximately 20-25 hours/week with some benefits. Specific hours of work will be discussed with the candidate selected for this position at the time an offer of employment is extended. Candidates must possess a valid Oregon driver license and acceptable driving record. An application form and detailed job description is available at the City of Hubbard, 3720 2<sup>nd</sup> Street, Hubbard, OR 97032; on the City's website at [www.cityofhubbard.org](http://www.cityofhubbard.org); or call (503) 981-9633. Position is open until filled with the first review of applications February 14, 2019. The City is an EOE.