

**CITY OF HUBBARD, OREGON**  
**ADMINISTRATIVE ASSISTANT / COURT & UTILITY CLERK**  
**\$38,916 - \$47,352**  
**Apply by**  
**August 8, 2019 – First Review**  
**(Open Until Filled)**

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 and processing of City Utilities. 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 2<sup>nd</sup> Street, PO Box 380, Hubbard, OR 97032, Phone (503) 981-9633 or webpage [www.cityofhubbard.org](http://www.cityofhubbard.org) for application and job description. Equal Opportunity Employer.