

**CITY OF HUBBARD, OREGON**  
**ADMINISTRATIVE SUPPORT ASSISTANT**  
**Part-Time \$16.12 - \$19.52 / hour**  
**Apply by**  
**October 20, 2022 – First Review**  
**(Open Until Filled)**

Under the direction of the Director of Administration / City Recorder, this position performs a variety of routine office support duties and clerical tasks using standard office equipment, forms, and documents. Will perform various functions for the Municipal Court, Utility Billing, answering phones, and general clerical duties for the City. Provide support for internal and/or external customers. Provide customer service; perform cashiering functions; and perform report compilation activities. This position works approximately 25 hours/week with some flexibility. Specific hours of work will be discussed with the candidate selected for this position at the time an offer of employment is extended. Must be 18 years or older. Must be a high school graduate or equivalent. Must be able to obtain a valid driver's license, and pass background check. Part-Time with some benefits. An application form and detailed job description is available at City of Hubbard, 3720 2<sup>nd</sup> Street, PO Box 380, Hubbard, OR 97032; on the City's website at [www.cityofhubbard.org](http://www.cityofhubbard.org); or call (503)981-9633. Equal Opportunity Employer. **(First Screening October 20, 2022)**