

CITY OF HUBBARD, OREGON
PUBLIC WORKS OFFICE ASSISTANT
Part-Time \$16.12-\$19.52/Hour
Open Until Filled

-THE CITY OF HUBBARD IS AN EQUAL OPPORTUNITY EMPLOYER-

Under the direction of the Public Works Administrative Manager, this position performs a variety of routine office support duties and clerical tasks using standard office equipment, forms and documents. Some field work assisting public works operations is required. Must be 18 years or older and must possess or be able to obtain by the time of hire, a valid Oregon Driver's license. Must be a high-school graduate or equivalent. Permanent part-time with some benefits. This position works 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. An application form and detailed job description is available at City of Hubbard, 3720 2nd Street, PO Box 380, Hubbard, OR 97032; on the City's website at www.cityofhubbard.org; or call (503)981-9633. Equal Opportunity Employer.