



**Administration
Department**
191 E. Main Street
Carlton, OR 97111
Phone: (503) 852-7575
www.ci.carlton.or.us

Vacancy Announcement

PRESS RELEASE DATE: 6/6/2024

JOB ADVERTISEMENT

Office Specialist

(Part-time position)

Wage: Depending on experience

GENERAL PURPOSE: Under the direction of the Assistant City Manager, perform a variety of administrative tasks including clerical services, filing, record management, customer service and special projects as assigned. The position will be assigned to provide administrative assistance to various departments and operations as needed.

MINIMUM QUALIFICATIONS:

Education and Experience: Combination of High School Diploma/GED and experience that would provide the required knowledge, abilities, and skills.

License: Possess a valid Oregon Driver's License.

Other: Must pass a background investigation.

SELECTION PROCESS:

Application rating on experience, oral interview, and reference check. Hiring is conditional upon a successful criminal background check.

If you are interested in the position, you can find a detailed job description and a City of Carlton Employment Application from the city's website at www.ci.carlton.or.us/jobs.

Due to the city office schedule and move, email is the best option for application submittals.

Please email your application to:

Christy Martinez
Assistant City Manager
cmartinez@ci.carlton.or.us

Position vacancy is open until filled.

The City of Carlton is an Equal Opportunity Provider

The City of Carlton makes employment decisions without regard to race, color, gender, national origin, religion, marital status, age, prior industrial injury, mental or physical disabilities unrelated to job performance, or veterans. The City of Carlton is a Drug-Free Workplace and complies with the Oregon Smoke-Free Workplace law.

The Mission of the City of Carlton is to safeguard and enhance the vitality and livability of the community by providing essential services with professionalism and integrity.