

LINN COUNTY BOARD OF COMMISSIONERS



WILL TUCKER
Commissioner

SHERRIE SPRENGER
Commissioner

ROGER NYQUIST
Commissioner

*Linn County Courthouse
P.O. Box 100, Albany, Oregon 97321
(541) 967-3825 FAX: (541) 926-8228*

DARRIN L. LANE
Administrative Officer

JOB ANNOUNCEMENT

April 10, 2025

CLASSIFICATION TITLE OF THE JOB: Commissioners' Administrative Assistant

CLASSIFICATION NUMBER: 015

CLASSIFICATION CATEGORY: Management/Exempt – Full-Time

DEPARTMENT: Board of Commissioners' Office

ESSENTIAL FUNCTIONS OF THE JOB:

- Considerable knowledge of office practices and procedures including office management and thorough knowledge of basic English composition, spelling, grammar and punctuation.
- Perform administrative functions; assist in establishing and implementing office procedures; prepare correspondence from rough drafts; compose correspondence in accordance to standard policies; maintain department records; and, compile information and records to complete federally required reports.
- Take and draft Board meeting minutes for approval and distribution as required. Prepare Library Report.
- Perform administrative functions for Commissioners and Administrative Officer; answer varied inquiries from the public; explain policies and procedures; arrange appointments; maintain calendars and provide notary services to the public.
- Within defined guidelines, provide technical assistance for special projects and program areas. Manage recordkeeping, correspondence and reimbursements for assigned Commissioners' programs.

QUALIFICATIONS: Graduation from a senior high school plus three-years of progressively responsible administrative experience or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

SALARY, BENEFITS, COMPENSATION: Linn County offers an excellent benefits package which includes fully paid contribution to the Oregon Public Employees Retirement System; paid holiday, vacation and sick leave; options for medical, dental and vision care insurance; options for deferred compensation, an employee assistance program, longevity pay and more. Current salary range and total compensation (depending on qualifications).

SALARY RANGE: \$4,344 - \$5,463 Monthly

CLOSING DATE: Opened until filled; First round of interviews to begin May 1, 2025.

HOW TO APPLY: Submit a completed Linn County Employment Application Form along with a cover letter and resume to: Darrin Lane, Linn County Administrative Officer, PO Box 100, Albany, Oregon 97321; FAX: 541-926-8228. Application forms may be obtained, along with the Job Classification, at the Linn County webpage <https://www.co.linn.or.us/jobs>.

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER