

CITY OF MILTON-FREEWATER
P.O. Box 6, Milton-Freewater, OR 97862 (541) 938-8243
POSITION ANNOUNCEMENT



Position: Electric Department Assistant / Project Aide

Salary Range: \$30.71 - \$37.06 Per Hour
Excellent benefit package.
Bilingual incentive pay is an additional 5%.

Duties: Performs secretarial work involving composing letters and reports from rough draft instructions, requiring comprehensive knowledge of departmental policies and functions; maintains various departmental records; including financial statements, budgets and purchase orders; does related work as required.

Qualifications: Ability to understand oral and written instructions and to act upon them accordingly. Superior knowledge of business English, spelling, punctuation and arithmetic; working knowledge of general office practices; knowledge of bookkeeping methods and principals. Considerable skill in typing statements and reports accurately. Superior knowledge of word processing and ability to learn new programs easily. Ability to make decisions independently in accordance with established policy. Ability to perform recurring duties with little direction and to complete new tasks with limited supervision. Ability to use tact, judgement and courtesy in dealing with the public as well as maintain harmonious working relationships with other agencies, officials, fellow employees and the general public.

Experience and Training:

Considerable experience of responsible clerical office experience and preferably three years customer service experience. Graduation from high school or the equivalent GED certificate, supplemented with additional training in college or business school in secretarial science or related fields. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

Method of Selection:

Evaluation of candidate's background from application form. Those applicants who appear best qualified as determined by a screening committee may be interviewed. However, the City of Milton-Freewater reserves the right to not fill this position, reject all applicants, reopen the position or make a direct appointment. Applications received during this recruitment may be used to fill future vacancies at the City's discretion.

Application:

Applications may be obtained from the Human Resources Department, City Hall, 722 S. Main St., Milton Freewater, Oregon, (541)938-8243, or on the City's website at www.mfcity.com. **To be considered, applications must be received by the Human Resource Office no later than Friday, March 27, 2026 by 4:00 pm for the first review. Open until filled.** Disability accommodations made in the recruitment process upon request.

The City of Milton-Freewater is an Equal Opportunity Employer. We are dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, mental or physical disability.