



ROGUE VALLEY COUNCIL OF GOVERNMENTS

Office Specialist II – Planning Department

Job Announcement

ABOUT THE POSITION

The Rogue Valley Council of Governments is seeking an Office Specialist II. This position performs a variety of administrative tasks for the Planning Department including word processing, document organization and filing, meeting organization, preparation and distribution of summary minutes, web site maintenance, proofreading, responding to inquiries, and providing support for public involvement activities.

Hours: Part-time, 25 hours per week, Monday through Friday.

Starting Salary: \$13.37 to \$15.56 per hour, depending on experience and qualifications. The top of the salary range is \$19.23.

Benefits: Holiday, vacation, and sick pay.

THE PERSON

The ideal candidate will have knowledge of effective public meeting organization, intermediate word processing, spreadsheet, presentation, desktop publishing, and website maintenance skills, and the ability to type accurately at 55 words per minute. Excellent verbal and written communication skills, professional competence in preparing general business correspondence and documents, and the ability to work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people are also required.

DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

- Education: Completion of high school or equivalent is required. Additional specialized training in computer operation, word processing, spreadsheet software and website maintenance is desirable.
- Experience: A minimum of 2 years of administrative experience.
- Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.

APPLICATION PROCESS

For application instructions, please visit [How Do I - Apply For A Job](#) at www.rvcog.org. **A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position.**

This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified, and applications will be considered as they are submitted.

