

Job Posting

Harney County is seeking an Administrative Assistant to support the County Judge by performing a variety of administrative and secretarial duties including, but not limited to: reception, answering phones, typing, scheduling, coordinating meetings, etc. Mandatory requirements include advanced knowledge of office practices and procedures; business English, composition, grammar and spelling; record keeping; operation of standard office equipment and word processing software. Equivalent to high school education plus additional secretarial training and over two years secretarial experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Hours are Monday through Friday, 8:30 a.m. to 5 p.m. (37.5 hours per week); full benefits; salary range is \$30,381 to \$40,696 annually, depending on experience. Interested parties should send in a résumé with cover letter by August 15, 2017, to Sharon Johnson, 450 North Buena Vista, Burns, Oregon 97720. Email or fax is also acceptable: sharon.johnson@co.harney.or.us, 541-573-8387. Questions should be directed to Judge Pete Runnels at 541-573-6356 or pete.runnels@co.harney.or.us. Interviews for this position will be held on Friday, August 18, 2017. A complete job description may be obtained by contacting Sharon Johnson at 541-573-6356 or by email.