



JOB POSTING

The City of Monroe is seeking to fill a part-time (20 hours per week) position at City Hall.

Administrative Office Assistant

ADMINISTRATIVE OFFICE ASSISTANT

GENERAL PURPOSE SUMMARY: Serve as a public representative for the municipal organization at City Hall. Responsible for providing a variety of routine clerical work. Provides support to the City Administrator, Finance Officer, Public Works Superintendent and City Planner and other duties as assigned.

Compensation: \$10.75 per hour

OPEN UNTIL FILLED.

QUESTIONS MAY BE DIRECTED TO TRACY AT CITY HALL (541) 847-5175.

This is a part-time position and does *not* include benefits. Dependable office and cash management experience desired. Detailed job description and application are available at city hall, can be emailed upon request, and on the city website at www.ci.monroe.or.us

The City of Monroe is an Equal Opportunity Provider and Employer