



# CITY OF MOLALLA

## EMPLOYMENT OPPORTUNITY

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FLSA Status:	Non-Exempt
Department:	Finance
Position Title:	OSIV- Office Specialist
Union Representation:	Non-Represented

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### **Class Summary**

Under the direct supervision of the Finance Director, performs administrative duties of a routine and repetitive nature involving applications of everyday office procedures. Responsible for processing and maintaining Court records, customer service, payments, prepares files, assist in Court room, as well as front counter of City Hall. Communicate professionally with internal and external customers and is responsible for security of confidential information.

### **Duties and Responsibilities**

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

1. Assist with a wide variety of duties associated with supporting Court operations and the Front Office at City Hall. To include data entry, filing, scheduling, assisting with docket compilation, and processing traffic violations.
2. Assist in report coordination with Collection Agency monthly. Receipts payments, and balances daily cash for all City business through cash receipt software.
3. Answer incoming calls and direct calls throughout City Hall. Offer support and back-up to all front office operations of City Hall.
4. Expected to assist Court Coordinator on Court days, twice a month.
5. Assist City Recorder with records management projects as assigned.
6. Provide and focus on excellent customer service.
7. Other tasks and projects as assigned.

### **Minimum Qualifications (required)**

- Knowledge of office practices, procedures, and equipment.
- Ability to multitask in a fast-paced work environment.
- Ability to work independently or as a team.

- Ability to efficiently prioritize multiple time sensitive demands.
- Ability to maintain effective working relationships and to work cooperatively with staff and external customers with patience and courtesy.
- Ability to work with and maintain the security of confidential information.
- LED Certified or ability to become LED certified within 60 days of being hired.
- Verbal, written and digital communication skills.
- Strong ability to work with the public and deescalate confrontational situations.

**Preferred Qualifications (not required)**

- Experience with Caselle software.
- Prior Court related experience
- Bi-Lingual - Spanish

**Education and Experience**

- High School Diploma required.
  - Associate degree or higher preferred.
- 3 years of an Office environment experience in a local government setting is preferred.

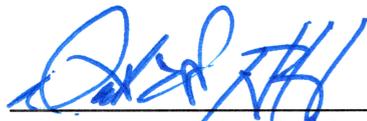
**OR**

- The City will consider applicants with any combination of education and experience that illustrates qualification for this role.

**Working Conditions**

- Primarily office environment with prolonged sitting, computer use, and repetition.
- Some standing, bending, and lifting to 50 lbs.

Approved as to form.



City Manager, Dan Huff

2-26-24

Date