



Linn County Parks Department

3010 Ferry St SW Albany, Oregon 97322
Message: (541) 967-3917 • Fax: (541) 924-6915
www.linnparks.com

JOB ANNOUNCEMENT

ORIGINAL POSTING DATE: March 3, 2025

CLASSIFICATION TITLE OF THE JOB: OFFICE SPECIALIST III

CLASSIFICATION CATEGORY: SEIU

CLASSIFICATION NUMBER: 007

PAY RANGE: 9

ESSENTIAL FUNCTIONS

- Responsible for department cash deposits.
- Prepare accounts payable for payment; coding to proper accounts; Reconcile invoices with monthly statements.
- Monitor all expenditures and revenues to verify that they conform with budget projections
- Reconcile department ledgers to county ledgers.
- Prepare payroll and complete data entry into the counties payroll system.
- Prepare reports, graphs and charts using MS Excel and PowerPoint.
- Assist with various reporting requirements.
- Assist with recruiting seasonal temporary staff.
- Assist with annual budget preparation.
- Ability to quickly learn and utilize multiple platforms, including overseeing and updating the Parks website.
- Prepare purchase orders.
- Assist in contract processes.
- Work with employee records with accuracy and have proven ability to keep strict confidentiality.
- Provide administrative support to the Parks Department management team and Park Rangers.
- Maintain regular and predictable work attendance; Monday through Friday, 8:30am – 5:00pm.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Knowledge of accounts payable, accounts receivable and payroll; proficient in Microsoft applications; experience in maintaining a website; ability to use standard office equipment including a 10-key calculator and computer; ability to compile statistical data and prepare necessary reports; ability to make involved and varied arithmetical computations rapidly and accurately; must be dependable with a strong work ethic; must be detail oriented with an acute attention to accuracy and details; must be able to perform work effectively during changing priorities and interruptions; ability to perform complex assignments with minimal supervision; strong verbal and written communication skills; ability to establish cohesive and harmonious working relationships with co-workers, vendors, other county departments, government agencies and the public.
- Graduation from senior high school; Associate Degree in business administration, accounting or related field preferred. Three years of progressively responsible secretarial experience with an emphasis in bookkeeping/accounting or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.
- Possession of a valid Class C motor vehicle operator's license with a satisfactory driving record.
- Must pass a criminal history and credit check.

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



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SALARY, BENEFITS, COMPENSATION:

- **SALARY RANGE: \$3,669 - \$4,684 per month (DOQ).**

- **BENEFITS:**
 - Medical, Dental and Vision Benefits
 - Chiropractic, Acupuncture and Naturopathic medicine is included in the medical plan.
 - Vacation and Floating Holidays
 - Paid Holiday Time
 - 10.5 paid holidays
 - Sick & Bereavement Time
 - County Paid Life and Long-Term Disability Benefits
 - Longevity Incentive
 - Public Employee Retirement System (PERS)

- **CLOSING DATE: March 17, 2025**

- **HOW TO APPLY:** Must submit a completed Linn County employment application, resume and cover letter to the Linn County Parks Department, Attn: Dena Barawis 3010 Ferry St. SW, Albany, Oregon 97322; FAX: 541-924-6915; Email: parksjobs@co.linn.or.us. Application forms can be obtained at the Linn County Home Page at <https://www.linncountyor.gov/jobs>.

- Studies have shown that women and BIPOC individuals are less likely to apply for jobs unless they believe they are able to perform every task in the job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. The county will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.