

Employment Opportunities

600 NE Grand Ave.
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www.oregonmetro.gov/jobs



Metro | *Metropolitan Exposition Recreation Commission*

Administrative Assistant

Oregon Convention Center
Internal and FOTA recruitment

Status:	One full-time position
Work location:	Oregon Convention Center 777 NE Martin Luther King Jr. Blvd, Portland, OR
Pay range:	\$14.93 - \$20.16/hour This position is not represented and is non-exempt
Recruitment number:	MERC-8046-Aug09
Application deadline:	August 31, 2009 (internal) September 8, 2009 (FOTA)

*This position participates in MERC's merit-based compensation program.

Internal applicants must be current employees of Metro or MetroERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MetroERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

First Opportunity applications will be accepted from residents who live within the First Opportunity Target Area (FOTA) and who meet the qualifying annual household income limit of less than \$25,000 as an individual, or \$40,000 for an entire household, for the past 12 months. If you qualify, please complete the attached Economically Disadvantaged Status Questionnaire. The recruitment process begins with internal applicants who are screened and interviewed. If no internal candidates are selected, then the First Opportunity applicants will be considered.

Please carefully follow application procedures at the end of the announcement.

Position summary

Serves as an administrative assistant and provides support for the Oregon Convention Center (OCC) Operations Administrative Office. Performs administrative and clerical functions in support of accomplishing goals and objectives of the Oregon Convention Center.

Essential job duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Creates and edits general correspondence, newsletters, memos, event calendars, forms and/or other documents.
- Provides customer service to clients, exhibitors, contractors and other visitors; researches and resolves client account questions; assists exhibitors with service orders.
- Assists with coordinating calendars and scheduling meetings, appointments, travel arrangements, etc.
- Compiles, verifies and enters data into payroll system; generates payroll related reports; researches and resolves payroll issues.

- Assist with preparing confidential or sensitive documents, such as contracts and human resources related paperwork.
- Compiles, verifies and enters data into assigned databases; ensures accuracy and thoroughness of data; generates statistical and comprehensive reports; retrieves and verifies incidental documents, reports and information as required.
- Answers telephones; greets and refers visitors to appropriate staff member or department.
- Provides backup administrative support as needed.
- Assists with accounting functions, such as verifying accounts payables/accounts receivables, preparing invoices, tracking billing and payment information, and reconciling credit card accounts.
- Assists in budget preparation and tracking.
- Performs other duties as required.

Secondary Functions:

- Orders and maintains supplies and arranges for equipment maintenance as needed.
- Attends and participates in staff and committee meetings.
- Organizes and maintains file system by filing correspondence and other records.
- Opens, sorts, and distributes incoming correspondence, including faxes and email.

Minimum requirements

High School Diploma or GED and a minimum of two years experience in an administrative support or general clerical position, or an equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.

Knowledge, skills and abilities

- Strong knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Knowledge of administrative and clerical procedures, and systems such as word processing, file management and record keeping.
- Skill in basic accounting, professional writing and basic report preparation.
- Intermediate to advanced skills in Windows based programs, such as Word, Excel, PowerPoint and SharePoint.
- Ability to prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate.
- Ability to discretely and effectively handle information of a confidential or sensitive nature.
- Ability to establish and maintain effective, cooperative working relationships with those contacted in the course of work.
- Ability to operate and troubleshoot problems on general office equipment such as a computers, copiers, fax machines, calculators and scanners.
- Ability to operate multi-line phone system.
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates.
- Ability to work with minimal supervision and be self motivated.
- Ability to communicate clearly and concisely, both orally and in writing.

Alcohol/Drug: MERC conducts testing for alcohol/prohibited drugs in accordance with MERC Personnel Policies Section 12.9.

Benefits: Metro provides generous health care benefits that vary depending on the plan the employee chooses, bargaining unit affiliation, and employment status. Metro participates in the Public Employees Retirement System (PERS), contributing both the employer and employee portion. Employees hired after August 2003, who have not previously worked in a PERS benefited position will participate in the OPSRP program; eligibility for OPSRP generally begins the first of the month after working 6 full months. Eligibility for Tier 1 or Tier 2 PERS generally begins after working 600 or more hours in a 12-month period.

Immigration law notice: Only US citizens and aliens authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation,

disability for which a reasonable accommodation can be made or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

Veterans' preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the Metro application. If an application is not requested as part of the application process, indicate your desire for veteran's preference consideration in your cover letter. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status, and 3) your public employment preference letter from the US Department of Veterans' Affairs.

Application procedure

This position opens to internal and FOTA candidates on August 24, 2009.

To apply, submit the following

1. Metro/MERC standard application form
2. Applicant contact information form (located on page 3 of the application)
3. Responses to the required supplemental questions listed below

Note: If you do not include all of these materials, your application will be incomplete and will not be considered.

Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
 - The responses must be addressed individually and included with the application on a separate sheet(s).
 - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
 - Your responses will be used as part of your application evaluation.
1. **Describe your training and experience in a position requiring significant public contact where you were responsible for providing information over the phone or in person; determining appropriate referral of calls; and exchanging, correcting and verifying information.**
 2. **Describe your experience in scheduling appointments; maintaining calendars; retrieving and sending correspondence and other data formatting, including organizing, updating and compiling, and using a computer network.**
 3. **Describe your training and experience working with standard office equipment. Include 1) the types of software you are familiar with and your level of proficiency, and 2) your experience with data entry and the maintenance and update of database system(s).**
 4. **Describe your experience working independently (with little direct supervision) in a multi-tasking, deadline-oriented environment with many interruptions.**

Submit your application

Deadline: 5 p.m., August 31, 2009 (internal)
5 p.m., September 8, 2009 (FOTA)

E-mail: jobs@oregonmetro.gov
Please include the word "Application" in the subject line of your e-mail. Electronic attachments must be in MS Word or PDF format.

Mail or drop off: Metro Human Resources Department
600 NE Grand Ave, Portland, OR 97232

Fax:

503-797-1798

Important notes about your application

- Applications received after the deadline will not be considered.
- The date and time of our e-mail/fax system will be used to determine if application materials are received by 5 p.m. on the deadline.
- Any unsolicited materials will be discarded. All materials submitted become the property of Metro and will not be returned.

Follow-up

After the application deadline, it usually takes about three to four weeks before the hiring manager selects those individuals who will be interviewed. You can find out the status of a position for which you've applied by: (1) calling the job hotline at (503) 797-1777 and listening for the recruitment update prompt; (2) accessing Metro's web site at www.oregonmetro.gov/jobs and clicking on the *Recruitment Status Updates* link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday. When accessing recruitment updates, you will need to know the title of the job for which you applied.

An Equal Opportunity/Affirmative Action Employer