

# UMATILLA COUNTY

## EMPLOYMENT OPPORTUNITY

### UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

**AN EQUAL OPPORTUNITY EMPLOYER**

March 4, 2019

19-11

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#### POSITION ANNOUNCEMENT

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**POSITION:** Legal Secretary  
**POSITION #:** 19-11  
**DEPARTMENT:** District Attorney  
**SALARY:** \$2,845.00/Month (to start) – Plus Excellent Benefits  
**CLOSING:** Open Until Filled

**DESCRIPTION:** This position provides legal assistance and clerical support to the District Attorney's Office.

**REQUIREMENTS:**

- The applicant must have a High School Diploma/GED, although a college degree is preferred.
- Basic knowledge of the criminal justice system.
- Knowledge and ability to perform secretarial work.
- Ability to follow written and oral instructions.
- Excellent verbal and written communication skills.
- Self-motivated
- Detail orientated
- Ability organize and prioritize work to meet deadlines
- Ability to work as a team member as well as independently
- Establish and maintain appropriate, professional relationships with coworkers and outside agencies.
- Ability to interact with the public in a pleasant, tactful, and courteous manner.
- Experience using a computer, the internet and general office skills are required.
- The applicant must possess a valid driver's license and have access to a vehicle.

**HOW TO APPLY:** Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at [www.umatillacounty.net](http://www.umatillacounty.net) or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to [hr@umatillacounty.net](mailto:hr@umatillacounty.net).