



**CITY OF LA PINE – JOB ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT**

Title: Office Clerk

Pay: \$19.57 to \$23.49

Status: Part time, less than 30 hours per week

Opens: December 1, 2023

Closes: December 27, 2023, position will remain open until filled

Background

City of La Pine is Oregon’s newest city incorporated in late-2006. The City is located in Deschutes County, Oregon, south of Bend and Sunriver. La Pine is a rural community nestled along the Little Deschutes River, surrounded by the Deschutes National Forest, Newberry National Volcanic Monument, and countless Cascade Lakes. With a population of approximately 2,600 inside the City and over 20,000 residents nearby, La Pine has significant commercial and industrial activity. The City provides sewer, water, public works, finance, planning, economic development, code enforcement, and urban renewal services.

Position Description and Qualifications (general)

The City of La Pine has an opening for the position of Office Clerk. This position performs administrative and confidential functions as the Office Clerk, which includes records management, answering phones using a multi-phone line, greeting guests, answering questions about the City, mail processing, payment entry, and support of the Administrative Assistant and other staff. This position reports to the City Manager. Starting pay grade A or B. For a complete job description and application process please visit our website: <https://www.lapineoregon.gov/>

To Apply

To apply, an applicant must complete and submit the City’s employment application along with the applicant’s resume to the City no later than 4:00 p.m. on December 27, 2023, provided, however, the City may accept applications and resumes after that date if in the City’s best interest. This position will remain open until filled. The City’s application for employment and veteran’s preference form is available online at www.lapineoregon.gov.

Application and resume must be submitted in one of the following ways:

E-mail: aivans@lapineoregon.gov
Mail: PO Box 2460, La Pine, Oregon 97739

Please contact the Finance Director by email at aivans@lapineoregon.gov if you have any questions regarding the position or application process.

Equal Opportunity Employer

The City of La Pine is an Equal Opportunity Employer. The City considers applicants for all positions without regard to race, color, religion, national origin, age, sex, marital or veteran status, disability, sexual orientation, and/or any other legally protected status. The City is a drug-free workplace. Individuals who require accommodation relating to the application process should request the accommodation in advance so that necessary arrangements can be made.