Interested applicants are encouraged to apply without delay. This is an open recruitment that will close without further notice when a sufficient pool of qualified applicants is received.

The Elections Division of the Multnomah County, OR Department of Community Services is currently recruiting for a full-time Administrative Assistant for our Elections Division. We will be accepting the first 50 applications received. Once the limit has been reached, the recruitment will close without further notice.

This position provides paraprofessional administrative and operations support to the division and staff assistance to the division Director. Multnomah County Elections Division conducts all local, city, county, state and federal elections for the citizens of Multnomah County. Local elections include boards of directors for schools and special districts as well as local measures. City elections include those for city offices as well as annexations and other city issues. County elections are for county officers and county measures. State elections include Oregon House and Senate races as well as state-wide offices and state measures. Federal elections include Congressional, US Senate and Presidential races. There are currently about 430,000 registered voters in Multnomah County.

This position is responsible for various administrative duties such as assisting with budget preparation, creating and monitoring Requests For Proposals and contracts; monitoring expenditures and the division budget using an enterprise system (SAP); scheduling meetings; developing and interpreting policies; researching issues; analyzing data; evaluating procedures and developing improved processes; preparing reports; and handling special projects.

The successful candidate will have proficiency in Microsoft Office Suite (Word, Excel, and Powerpoint) and possess excellent knowledge and skills in the following areas: written and verbal communication; organization and time management; customer service and prioritization. Candidate must be self-motivated, flexible and maintain a positive attitude.

Education/Training: Equivalent to an Associate’s degree from an accredited college, AND Experience: Four years of increasingly responsible technical administrative support experience with at least three years of professional work experience related to purchasing and finance.

The annual salary range for this position is $42,574.32 to $52,241.76 along with a comprehensive benefits package. For more information about this opportunity, please visit our website at www.multcojobs.org or call Kandace Bell at 503-988-6928 or email Kandace.Bell@multco.us.