



# Cow Creek Government Office

## Administrative Assistant

Job Codes: 2705  
Department: Public Health  
Location: Roseburg, OR  
Minimum Hourly: \$17.64

### POSITION PURPOSE:

Under the direct supervision of the Public Health Manager, the Administrative Assistant provides office administration support, program, and project assistance for all the various members of the Public Health Team as needed.

### ESSENTIAL FUNCTIONS:

- Provide administrative support to all Public Health (PH) Department.
- Coordinate office organization and professional appearance of department.
- Maintain PH Department project tracking and training database.
- Maintain PH Department records.
- Work with others in the PH Department on preparing presentations, reports, and documents.
- Assist with PH Department activity scheduling and coordinate travel arrangements for Department staff.
- Develop and maintain PH filing systems, including such activities as copying, faxing, assembling documents, scanning documents and records/literature management.
- Assist in the coordination and management of PH activities and events as directed by the PH Manager and other PH Leads.
- May be asked to perform other tasks, as required.

### QUALIFICATIONS:

- High school graduate or equivalent required, with Associate Degree or higher in Office Administration preferred.
- Knowledge of Microsoft applications required, including Word, Excel with TEAMS, preferred.
- Ability to adjust to quickly changing duties and assignments.
- Ability to work with others as a team player.
- Current and valid Oregon driver's license.