



The City of Cottage Grove is recruiting for an **City Recorder/Administrative Assistant**



Application Deadline:
Tuesday, October 26, 2021



The City of Cottage Grove is accepting applications for a City Recorder/Administrative Assistant. This position will provide an amazing opportunity to join a seasoned management team that oversees the operation of a full service City.

The City Recorder/Administrative Assistant position works out of the City Manager's office and works directly with City staff, City Council and other appointed officials. Strong interpersonal, organizational, verbal and written communication skills required. Serves the official custodian of public records. Also serves as the Election Official for the City. The complete job description can be found on the City of Cottage Grove website at: www.cottagegroveor.gov/jobs.

Three years of progressively responsible City Recorder/Administrative Assistant experience or equivalent experience, preferably supplemented by additional course work in secretarial science or business administration; or any satisfactory combination of experience and training in the municipal or the public sector environment is required.

Applications must be received by **5:00 pm, Tuesday, October 26, 2021**.

Annual salary is \$ 59,352 to \$ 75,756 depending on qualifications with excellent benefits.

To Apply Submit:

- Letter of Interest
- Resume
- Five Work Related References
- Completed City Employment Application Form

Questions or submit applications to:

Human Resources
Attn: City Recorder/Administrative Assistant Position
400 E. Main Street
Cottage Grove, Oregon 97424
Phone: (541)942-5501
Email: payroll@cottagegrove.org

***Full job description and
application materials are
available online at:***

www.cottagegroveor.gov/jobs

THE CITY OF COTTAGE GROVE IS AN EQUAL OPPORTUNITY EMPLOYER