



# Now Recruiting

## *Payroll/HR Assistant*

**\$22.30-\$28.47 Per Hour (DOQ)**

The City of Cottage Grove is recruiting for a Temporary Part-Time (120 hours per month) Payroll/HR Assistant. The role provides technical and clerical support to the Human Resources and Finance staff. Performs a variety of technical tasks associated with processing the City's payroll and provides recruitment and onboarding support.

The position is budgeted temporarily through June 30, 2024, with the intent to establish the role as a regular, full or part-time position beginning 7-1-2024. The continuation of the position is dependent on the budget process and cannot be guaranteed.

Schedule: Tuesday-Friday: 9:00am-5:00pm

Full job description and materials are available online at: [www.cottagegroveor.gov/jobs](http://www.cottagegroveor.gov/jobs)

Closing Date: Friday, November 3, 2023 5:00pm

Questions: Contact Human Resources at (541) 767-4114

**Submit Application and Resume via Mail or Drop-Off to:**

City of Cottage Grove  
Attn: Human Resources  
400 E Main Street  
Cottage Grove, OR 97424  
Or Email to: [hr@cottagegrove.org](mailto:hr@cottagegrove.org)

Applicants who have been selected for the position will be required to pass a criminal and credit history check.

The City of Cottage Grove is an Equal Employment Opportunity