

**CITY RECORDER
EMPLOYMENT OPPORTUNITY

FOR THE CITY OF
CHILOQUIN OREGON, A MUNICIPALITY**

**CITY OF CHILOQUIN OREGON
PO BOX 196
CHILOQUIN OR. 97624**

PHONE 541-783-2717 / FAX 541-783-2035

CHICITYHALL@GMAIL.COM

CITY OF CHILOQUIN
REQUESTS INTERESTED INDIVIDUALS
TO SUBMIT
WRITTEN APPLICATION FOR:
PART-TIME (approx. 6 month)
TRAINING
TO BECOME FULL TIME
CITY RECORDER EMPLOYEE

Application Open date: 09/06/2022

Closing Date : When Filled

The City of Chiloquin is looking to hire one individual to fill the position of City Recorder. This is a part-time position scheduled for approx. 20 hours per week, to transition to a full-time position.

PURPOSE OF POSITION: 6-month timeframe to train and transition an individual to take on the full-time position of City Recorder.

Starting wage will be in accordance with experience and qualifications. Full Time Employee Benefits include Health Insurance and enrollment in the Public Employees Retirement System (PERS).

The City is looking for :

A highly energetic and organized individual who can juggle multiple tasks and projects with frequent interruptions while maintaining a careful attention to detail;

A problem solver who knows where to find answers and seeks to offer solutions that meet or exceed customer needs and expectations;

An effective communicator who engages active listening skills to gain understanding and effectively articulate an appropriate, accurate, and thorough response, both verbally and in writing;

A highly motivated, independent worker who takes the initiative to understand resources, processes, systems, and City operations and services;

A quick learner who has the ability to observe and repeat processes or tasks as they are taught with the goal of self-sufficiency;

GENERAL STATEMENT OF DUTIES

Work hours to be established; This position regularly requires evening work due to council meetings and workshops.

ESSENTIAL JOB FUNCTIONS:

Maintain payroll information by collating, calculating and entering data, updating payroll records by entering any changes to employee information or benefits such as job title changes, exemptions and saving deductions. HR as needed.

Serve as Budget Officer: Prepare yearly budget, implement budgeting and financial record keeping procedures to ensure efficient coordination of various departmental, grant, and designated accounts, maintains accurate information regarding the financial status of the different City funds.

Serve as the City planning officer: Review all site plan applications to ensure City land use planning zoning enforcement. Approve/disapprove according to City Ordinances.

Perform administrative duties, program support, and specialized work in preparing for City. Council meetings, maintaining and managing Citywide meetings, records and databases, managing archiving, and administering City election.

Prepare City Council agenda packets; preparation of packet documents, and presentations; attends and coordinates Council meetings; takes and transcribes meeting minutes.

Prepare and advertise meeting agendas, legal notices of public hearing, and special meetings.

Prepare Council documents for Mayor and City Council signatures.

Provide information to community members regarding meeting procedures and agenda items.

Maintain City Council approved legal documents, including resolutions, ordinances, and council orders; provides quality control and archiving of legal documents.

Develop, implement, and maintain Citywide records management and archive systems; update procedures for the maintenance and retrieval of records in accordance with records management laws; ensure records systems comply with retention schedules; develop forms, reports, and other documents associated with records management; prepare documents for storage, maintain logs, enter and retrieve data.

File and maintain filing system for ordinances and resolutions of the council Assists in the preparation of resolutions and ordinances.

Serve as the City Elections Officer; coordinate and administer the City election process; prepare timelines, file forms, and ensure elections are in compliance with regulations and guidelines; serve as liaison with State and County election offices.

Administer and direct the city's accounting, payroll, financial management and reporting systems in compliance with professional standards and city policies. Prepare and compile documents for annual and periodic audits.

Serve as jurisdiction coordinator for the Government Ethics Commission; respond to request for information regarding elections.

Maintain a high-level of trust, professionalism, and confidentiality in all transactions.

Respond to and resolve confidential and sensitive inquiries, complaints, and information requests; provide guidance to the general public, and/or outside agencies; represent the City to the public, elected officials, other agencies, governments, and organizations as directed by council.

Maintain communication with City Attorney, City Auditor and City Engineer as needed.

Perform other duties as assigned.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Reasonable accommodations will be made for special needs.

PREFERRED QUALIFICATIONS:

- **Prior administrative experience** or related field.
 - **Payroll experience.**
 - Computer skills, including typing and knowledge of software applications.
 - Excellent verbal and written communication skills.
 - Strong interpersonal skills.
 - Time management and organizational skills.
 - **Records Management.**
 - Technology skills : computer literacy to manage data, process programs, spreadsheets, and databases, and curate presentations for meetings.
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EXPERIENCE

Equivalent to high school education supplemented by additional training equal to four years' experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above job functions.

Thank you for your interest in employment with the City of Chiloquin. Below is a list of guidelines for the application process

- Read and complete required application materials as required.
- Faxed applications are accepted.
- Resumes encouraged but not required.
- Allow 2 weeks from date of receipt of your application to hear from us regarding status of your application. You will be notified of your status via mail or telephone.
- There may be one or several interviews dependent upon the position applied for.
- If you are chosen to fill a position your employment will be contingent upon passing a background check. This form will be given to you only when you are a finalist.
- You may be required to pass a pre-employment drug test dependent upon the position for which you applied.
- References will be checked for finalists, only. This in no way obligates the City to offer employment.

HOW TO APPLY

Applications should include a cover letter

Applications may be mailed to:

Teresa Foreman, City Recorder
City of Chiloquin
PO Box 196
Chiloquin Oregon 97624

Hand delivered to 127 S. First Av.
Chiloquin, OR 97624

Emailed to: chicityhall@gmail.com

Faxed to: 541-783-2717

All inquiries regarding this Application should be directed by e-mail to
Teresa Foreman, City Recorder,
chicityhall@gmail.com

The City of Chiloquin is an equal opportunity employer and does not discriminate because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.



City of Chiloquin

INCORPORATED 1926

P.O. Box 196, Chiloquin, OR 97624

(541) 783-2717 • Fax (541) 783-2035

EMPLOYMENT / JOB APPLICATION

PERSONAL INFORMATION

FULL NAME: _____ DATE: _____
First Middle Last

ADDRESS: _____
Street Address Apt/Suite
City State Zip Code

E-MAIL: _____ PHONE: _____

SOCIAL SECURITY NUMBER (SSN): _____ - _____ - _____

DATE AVAILABLE: _____ DESIRED PAY: \$ _____ ☐ HOUR ☐ SALARY

POSITION APPLIED FOR: _____

EMPLOYMENT DESIRED: ☐ FULL-TIME ☐ PART-TIME ☐ SEASONAL

EMPLOYMENT ELIGIBILITY

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S? ☐ YES ☐ NO*

HAVE YOU EVER WORKED FOR THIS EMPLOYER? ☐ YES* ☐ NO

*IF YES, WRITE THE START AND END DATES: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ☐ YES* ☐ NO

*IF YES, PLEASE EXPLAIN: _____

EDUCATION

HIGH SCHOOL: _____ CITY / STATE: _____

FROM: _____ TO: _____

GRADUATE? ☐ YES ☐ NO DIPLOMA: _____

COLLEGE: _____ CITY / STATE: _____

FROM: _____ TO: _____

GRADUATE? ☐ YES ☐ NO DEGREE: _____

OTHER: _____ CITY / STATE: _____

FROM: _____ TO: _____

DEGREE/CERTIFICATION: _____

OTHER: _____ CITY / STATE: _____

FROM: _____ TO: _____

DEGREE/CERTIFICATION: _____

PREVIOUS EMPLOYMENT

EMPLOYER 1: _____
Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

EMPLOYER 2: _____
Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

EMPLOYER 3: _____
Company / Individual



E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite
City State Zip Code

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

REFERENCES
(PROFESSIONAL ONLY)

FULL NAME: _____ **RELATIONSHIP:** _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

FULL NAME: _____ **RELATIONSHIP:** _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

FULL NAME: _____ **RELATIONSHIP:** _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

MILITARY SERVICE

ARE YOU A VETERAN? ☐ YES ☐ NO

BRANCH: _____ RANK AT DISCHARGE: _____

FROM: _____ TO: _____



TYPE OF DISCHARGE: _____

IF NOT HONORABLE, PLEASE EXPLAIN: _____

BACKGROUND CHECK CONSENT

IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK? ☐ YES ☐ NO

DISCLAIMER

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

Please complete each section EVEN IF you decide to attach a resume.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

SIGNATURE _____ DATE _____

PRINT NAME _____

