



City Hall Office Assistant

Purpose: The City of Woodburn is seeking an Office Assistant to help maintain an efficient office environment. The assistant will provide administrative, secretarial and clerical support to others in the office.

Reports to: Department Head

Responsibilities:

- Must attend a volunteer orientation.
- Assistant will work in the City offices depending on area of need providing general office support and customer service.
- Answering phones.
- Directing customers to proper areas.
- Filing
- Scanning documents.
- Assisting with compiling basic reports and basic data reports.

Qualifications: All volunteers must complete a City of Woodburn Volunteer Application, background check (18yrs+), and orientation. Assistants must possess good organizational and planning skills, good work management and prioritizing skills, good verbal and written communication skills, attention to detail, and be reliable.

Time Commitment: Minimum of 4 hours per week with a seasonal commitment.

Compensation:

Volunteers will gain valuable real life experience volunteering for a government organization that they will be able to use on college and job applications. Hours spent volunteering for the City of Woodburn may also be used for Senior Projects and/or required volunteer hours. Volunteers who perform well may obtain a letter of recommendation or a reference from City staff.