



**POLK COUNTY (OR) FAIRGROUNDS & EVENT CENTER**

invites applications for the

position of:

**Fairgrounds Office Manager  
(Full-Time)**

**SALARY:** \$3,000 - \$3,300 /a month to start depending on experience – with full benefits after probation

**OPENING DATE:** 4/11/24

**CLOSING DATE:** 5/30/24

**DESCRIPTION:**

**SCHEDULE:** Full-time, 40 hours per week. Monday thru Friday – Some weekend work during Fair

This position is located at the Polk County Fairgrounds in Rickreall.

Performs a variety of manual tasks in office work

**GENERAL STATEMENT OF DUTIES:** Under general supervision, performs a wide variety of complex clerical tasks requiring specialized knowledge and involving interpretations of defined policy and procedures of the County. May provide oversight and direction to other assigned clerical staff.

**SUPERVISION RECEIVED:** Works under the supervision of the Fair Manager who outlines general policies and procedures and reviews work for effectiveness and compliance with policy, rules and regulations.

**SUPERVISION EXERCISED:** Supervision of other employees is not typically a responsibility of this position. May provide direction and oversight to lower-level Office positions.

**PRINCIPAL DUTIES:** An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. As a continuing primary responsibility, performs complex clerical work involving the analysis of a variety of source materials and a thorough familiarity with policies, procedures, terminology, and various applicable laws in order to obtain the necessary data.
2. Compiles a variety of narrative and statistical reports, locating sources of information, devising forms to secure data, and determines proper format for finished report.
3. Answers questions and types correspondence that requires searching for and abstracting technical data and detailed explanation of laws, policies, or procedures, and refers only matters requiring policy decision to immediate superior.
4. Coordinates use and distribution of materials.
5. Originates and maintains various complex files, catalogs, and records.

6. Performs other difficult, independent, and technical clerical work requiring knowledge of the procedures and policies of the office or unit.
7. May direct and instruct others in the performance of routine clerical and office duties. May schedule appointments, arrange meetings and conferences, screen visitors and phone calls, make travel arrangements, receive mail and identify and refer matters in order of priority.
8. Plans, schedules, and performs a wide variety of clerical work; conducts transactions with staff and/or the public in matters requiring knowledge of County procedures, policies, precedents, and operations.
9. Supplies information involving facts and interpretations; prepares documents based on data obtained from records and other sources; processes in accordance with prescribed procedures.
10. Compiles information for reports and transactions; devises and maintains a system of files and records.
11. May transcribe information or take minutes and agendas.
12. Composes correspondence and prepares reports independently from oral or written instructions.
13. Performs tasks assigned by immediate supervisor including the typing of correspondence from rough draft, marginal notes or verbal instructions.
14. Makes appointments; meets callers; operates office machines and special processing equipment.
15. Performs related duties as required.

#### EMPLOYMENT QUALIFICATIONS:

**Knowledge of:** modern office methods, procedures, and equipment, including the preparation of business correspondence and reports, filing and operation of standard office equipment; computer terminal and software related to function; proper English usage, spelling, grammar, and arithmetic.

**Ability to:** perform difficult and responsible clerical work involving independent judgment and requiring accuracy and speed; make clear and comprehensive reports and keep difficult records; understand and carry out oral and written instructions; type accurately from clear copy at a rate of 50 words per minute; establish and maintain effective working relationships; use computer terminal and related software; make arithmetic calculations with speed and accuracy.

EDUCATION, EXPERIENCE AND TRAINING: Graduation from high school or possession of the equivalent GED certificate. Two years of increasingly responsible in the work force.