



# LINN COUNTY DISTRICT ATTORNEY

County Courthouse, Fourth & Broadalbin Streets  
Post Office Box 100, Albany, Oregon 97321  
Telephone (541) 967-3836 • FAX (541) 928-3501

DOUG MARTEENY  
District Attorney

CRIMINAL DEPUTIES  
JONATHAN CROW  
GEORGE EDER  
ANI YARDUMIAN

JULIA BAKER  
COLEEN E. CERDA  
RYAN LUCKE  
ALEX OLENICK  
KEITH B. STEIN  
HEIDI STERNHAGEN  
RICHARD WIJERS  
MICHAEL B. WYNHAUSEN

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Victim Services  
541-967-3805

## JOB ANNOUNCEMENT

**CLASSIFICATION TITLE OF THE JOB:** Office Specialist 1

**CLASSIFICATION NO.:** 002      **RANGE:** 05      **STEP:** 1 - \$2398 per month

### ESSENTIAL FUNCTIONS OF THE JOB:

- Assist the public, law enforcement agencies, courts and defense attorney's by telephone and in person in a professional & friendly manner.
- Frequently deal with angry and emotional members of the public.
- Receive and distribute incoming mail, prepare outgoing mail.
- Document imaging.
- Use computer to maintain records, retrieve information and prepare legal documents.
- Ability to operate and trouble-shoot general office equipment.
- Assist Administrative Supervisor & Operations Supervisor with various other duties as assigned.
- Work closely with court staff to ensure our docket is accurate.

### QUALIFICATIONS:

- Ability to manage and maintain sensitive and confidential information.
- Ability to establish and maintain cooperative working relationships with co-workers, the public, law enforcement agencies, court staff and defense attorneys.
- Ability to organize, prioritize & multi-task as well as remain calm under pressure.
- Must be able to work with and respond appropriately to highly agitated and threatening people.
- Two years of increasingly responsible clerical experience, preferably in a law office.
- Working knowledge of Microsoft Office in a Windows environment.
- Possession of or ability to obtain Law Enforcement Data System (LEDS) certification as well as Notary Public.
- Must pass a criminal history background check, which includes fingerprinting as well as be able to pass a pre-employment drug screening test.
- Maintain regular and predictable work attendance. Must be punctual and dependable.
- Bilingual Spanish/English candidates encouraged to apply.
- Must be a person of the highest integrity and be willing to reside in Linn County.

**COMPENSATION:** Salary Range \$2398.00 - \$2989.00 per month plus excellent benefits.

**HOURS:** M-F, 8:30AM-5:00PM

**CLOSING DATE:** July 23<sup>rd</sup>, 2014

**HOW TO APPLY:** Submit a completed **Linn County District Attorney's Office Employment Application form**, along with a resume and a cover letter, to Dena Barawis, Administrative Supervisor, Linn County District Attorney's Office, PO Box 100, Albany, Oregon 97321; Fax: 541-928-3501. Application forms may be obtained, at the Linn County Web page, <http://www.co.linn.or.us>. Application forms may also be obtained at the Oregon Employment Division.