



# Oregon

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STATE BOARD OF EXAMINERS  
FOR ENGINEERING &  
LAND SURVEYING

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Announcement Number: OSBEELS16-001  
Classification Number: C0103  
Job Type: Permanent  
Open: May 16, 2016  
Close: Open Until Filled  
Location: Salem

670 Hawthorne Ave. SE, Suite 220  
Salem, OR 97301  
(503) 362-2666  
Fax (503) 362-5454  
E-mail: osbeels@osbeels.org

## Office Specialist 1

(File Clerk)

\$2,150.00 - \$2,939.00 Monthly  
\$25,800.00 - \$35,268.00 Annually

This position is with the Oregon State Board of Examiners for Engineering and Land Surveying.

- There is **one, permanent, full-time** position located in **Salem, Oregon**.
- This recruitment will be used to establish a list of qualified applicants to fill the current Office Specialist 1 (OS1) position.
- This position is a classified unrepresented position which is not represented by a union.

The Oregon State Board of Examiners for Engineering and Land Surveying is authorized to examine, register, and regulate professionals and investigate allegations against unlicensed persons who engage in the practice of engineering, land surveying, photogrammetric mapping, and water right examination. This authorization is given in order for the Board to accomplish its mission in regulating the professional practices of engineering, land surveying, photogrammetric mapping, and water right examination in the state as they relate to the welfare of the public in safeguarding life, health, and property.

Additionally, the Board assures Oregon's citizens that professional engineers, land surveyors, photogrammetrists, and certified water right examiners registered to practice in Oregon are qualified in fields in which technical and professional knowledge and ability of the professional are required. This is accomplished by setting standards of qualification for licensure; ensuring only individuals fully qualified by education, experience, and examination are granted the privilege by license to practice engineering, land surveying, photogrammetric mapping, and water right examination in Oregon, and all licensed practitioners in Oregon maintain competency; regularly reviewing relevant laws and rules with needed revisions promulgated expeditiously; vigorously and impartially pursuing enforcement of regulatory laws and rules by carefully investigating any complaints or information relating to violations of ORS 672.002 to 672.325; and effectively disseminating information regarding the Board goals and activities to licensees and the public.

## **DUTIES & RESPONSIBILITIES:**

The purpose of this position is to perform the Board's filing and document management duties and to provide general office support. This position also provides backup coverage for the receptionist.

### **Filing and Records**

- Performs straight alphabetical sorting and filing activities;
- Locates distributes, and returns files and records as directed;
- Follows the Oregon Public Records Law for Retention and Disposition;
- Updates file information, including the database, from available sources;
- Copies records and distributes them in response to requests;
- Maintains logs of information copied and distributed;
- Performs document imaging as needed;
- Assists with processing public records requests;
- General office support; and
- Serve as back-up to the receptionist.

## **WORKING CONDITIONS:**

Normal office environment with frequent interruptions; may involve occasional day travel for administrative purposes, will occasionally have contact with hostile or uncooperative individual(s) in person, on the phone or through written correspondence. Requires working extensively with computer, copier, and scanner to electronically organize, store, and maintain files and other information. This position also requires the willingness to perform repetitive tasks that may necessitate ongoing lifting and carrying up to 50 pounds or less of office material or equipment with bending, reaching, twisting, kneeling, stooping, and standing for long periods of time.

## **QUALIFICATIONS, REQUIRED & REQUESTED SKILLS:**

The work experience section of your application must clearly demonstrate how you meet the minimum qualifications and the requested skills (desired attributes) for this position. A resume *will not* substitute for completing the work experience section of the application. All answers to the test questions will be verified using the work experience section of your application to determine if you meet these minimum qualifications. If the work experience included on your application does not support your answers, your application may be removed from further consideration.

### **To be considered for this position you must:**

#### **Meet the following MINIMUM QUALIFICATIONS (Required Skills):**

- Completion of courses or training in Office Technology; **OR**
- One year of general clerical experience which included typing, word processing, or other generation of documents; **OR**
- An equivalent combination of training and experience.

- **AND**
- Have a current State of Oregon Notary Certification **OR** ability to obtain a State of Oregon Notary Certification within 30 days of hire.

**Have the following DESIRED ATTRIBUTES (Requested Skills):**

- Attention to detail
- Ability to organize and prioritize
- Multitasking and team environment
- Effective communication
- Experience filing alphabetically
- Experience working in a database
- Experience processing large amounts of mail
- Experience with customer service
- Experience generating correspondence
- Experience with Microsoft Office
- Experience with volunteer leadership or job shadowing

**Complete Application**

The application must include work experience that supports how you meet the required skills and requested skills. A resume (attached or emailed) will not replace the work experience section of the application.

**Work Experience**

Credit for work that is less than full-time is prorated based on a 40-hour week. If you worked more than 40 hours a week, you will be given credit for 40 hours.

**Transcripts**

If you are using education (a degree or coursework) to qualify for this position, transcripts must be submitted for all required or related courses. (A copy of your diploma will not substitute for the required transcripts.) Transcripts can be official or unofficial at time of application. If you are using your education to meet the minimum qualifications and do not attach your transcripts your application may be removed from consideration.

For application purposes, scanned copies are acceptable. Transcripts must be from an accredited institution and clearly show (1) your name, (2) the name and address of the institution, (3) the degree received and date conferred, and (4) required courses completed with a passing grade. The official or original degree documentation may be requested for education validation.

**Driver License**

This position requires you to possess and maintain a current valid license to drive.

**Work Authorization**

The Oregon State Board of Examiners for Engineering and Land Surveying does not offer visa sponsorships. Within three days of hire, all applicants will be required to complete the US Department of Homeland Security's Form I-9, confirming authorization to work in the United

States.

**Veterans' Preference**

Eligible veterans who meet the qualifications will be given veterans' preference. To receive preference you **MUST** attach appropriate documentation (DD214/DD215) or you may call the Oregon Department of Veterans' Affairs at 1-800-692-9666.

**Protect Your Confidential Information**

To protect your confidential information, please redact (black out) your social security number on all documents before attaching them to your application.

**Contact Information**

If you need an alternate format in order to complete the application process (you must describe the alternate format needed) you may contact the Board Office either by phone 503-362-2666 or by email [osbeels@osbeels.org](mailto:osbeels@osbeels.org).

**VISIT OUR AGENCY WEBSITE AT:**

[www.oregon.gov/OSBEELS](http://www.oregon.gov/OSBEELS)

**OUR OFFICE IS LOCATED AT:**

670 Hawthorne Ave SE, Suite 220  
Salem, OR 97301

**QUESTIONS**

Answer the following questions on a separate sheet of paper, numbering your answers with the corresponding question. If there are several parts to a question, answer each part separately by labeling your answer a) and b). Attach the answer sheet to your application. Your responses should be limited to three pages in total length for all questions. All application materials will be reviewed for communication at a professional level with attention to proper grammar, spelling, and punctuation. Failure to answer the questions, to follow the directions or to sign your application will eliminate you from continuing on in the process.

1. Describe why you believe you are qualified for this position and share what assets you will bring to this team?
2. Describe your customer service experience including utilization of multi-line phone systems, answering phone calls from external customers and greeting the public.
3. This position provides clerical support to the office staff. What do you feel are important qualities for a person in this position?
4. What experience or training do you have maintaining files and records, both in electronic and paper formats?

## HOW TO APPLY

**If you are interested in this position, please apply now as this recruitment may close at any time after a sufficient number of qualified candidates have applied. Only candidates who meet the qualifications for this position and with work experience most closely meeting the requested skills of this position will be invited to an interview.**

Step 1: Complete the OSBEELS Application form. This application form is located on the OSBEELS Website at [www.oregon.gov/osbeels](http://www.oregon.gov/osbeels). To access the OSBEELS Application, you must click on the “Employment Opportunities” link located on the left-side of the OSBEELS home page.

Step 2: Answer the above-mentioned questions on a separate sheet on paper, numbering your answers with the corresponding question. If there are several parts to a question, answer each part separately by labeling your answer a) and b).

Step 3: Gather completed form(s) and supporting documents and put together in a single package for delivery.

Step 4: **Deliver, Mail (postal or electronic), or Fax** your completed application materials to the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS):

### OSBEELS

670 Hawthorne Avenue SE, Suite 220

Salem, OR 97301

Fax: (503) 362-5454

Email: [osbeels@osbeels.org](mailto:osbeels@osbeels.org)

OSBEELS is not responsible for material that is illegible or missing as a result of transmitting by fax or which may be lost through mail. If your application is incomplete, or does not clearly show the experience and/or training required your application will not be accepted. Submit only the required materials. Reference letters or work examples should be kept for interviews. We are unable to acknowledge or verify receipt of applications due to the large volume received.

**The Oregon State Board of Examiners for Engineering & Land Surveying is an  
Equal Opportunity, Affirmative Action Employer Committed to  
Workforce Diversity**