

**Subject:** Career Opportunity: Administrative Support Specialist 2 -Portland, OR (Hybrid) Limited Duration

## **Administrative Support Specialist 2 -Portland, OR (Hybrid) Limited Duration**

**REQ-138263**

**Close Date: 10/18/2023**

**Monthly Salary: \$3,398 - \$5,148**

**Work Location: Portland, OR (Hybrid)**

The [Oregon Health Authority, Acute and Communicable Disease Prevention Section \(ACDP\)](#) in Portland, Oregon has a career opportunity for an Administrative Support Specialist 2 to provide essential administrative support for the Respiratory Pathogen Program within ACDP.

The Acute and Communicable Disease Prevention (ACDP) Section is charged with preventing the spread of communicable disease in the State of Oregon through surveillance and epidemiologic studies as well as education and preventive actions. The section serves all Oregonians and works directly with local health departments, private physicians, other health care providers, other Public Health Division staff, and staff members of other state and federal agencies.

This is a full-time, limited duration, classified position and is represented by a union. Limited duration positions are benefit eligible. The duration of this position is expected to last approximately 9 months. This recruitment may be used to establish a list of qualified candidates to fill current or future vacancies.

### **Responsibilities may include:**

As the Administrative Specialist 2, you will provide essential administrative support for program projects for programs such as Respiratory Pathogens and the Active Bacterial Core. You will establish and maintain a filing and tracking systems, including

tracking program requests in a timely response, coordinate with staff to compile requested information, prepare and send compiled information to requestors, ensure the quality of professional and administrative documents, and maintain purchases, labels, and monitor and track inventory. You will schedule and prepare meeting agendas, provide and set up AV equipment for meetings, attend meetings, prepare minutes, and participate to help resolve problems and discuss goals and objectives. In addition, you will attend training, purchase goods, and provide office support by processing records.

### **What's in it for you?**

Join our team of passionate individuals working to promote health across the lifespan of individuals, families, and communities. We value and support unique perspectives using a trauma-informed approach and aim to reflect these values in our hiring practices, professional development, and workplace. We are committed to racial equity as a driving factor to improve health outcomes for all communities that experience inequities.

- We offer exceptional [medical, vision and dental](#) benefits packages for you and your qualified family members, with minimal out-of-pocket costs. Try this free virtual benefits counselor by clicking here:  
<https://www.oregon.gov/oha/pebb/pages/alex.aspx>
- Paid Leave Days:
  - 11 paid holidays each year.
  - 3 additional paid personal business days each year.
  - 8 hours of paid sick leave accrued each month.
  - Progressive vacation leave accrual starts at 8 hours each month with increases every 5 years.
- [Pension and Retirement](#) plans.
- [Public Service Loan Forgiveness \(PSLF\)](#) opportunity.
- Optional benefits include short-term disability, long-term disability, deferred compensation savings program, and flexible spending accounts for health care and childcare expenses.
- Continuous growth and development opportunities.

- Click [here](#) to learn more about State of Oregon benefits.

**The Oregon Health Authority is committed to:**

- Eliminating health inequities in Oregon by 2030
- Becoming an anti-racist organization
- Developing and promoting culturally and linguistically appropriate programs, and
- Developing and retaining a diverse, inclusive, and equitable workforce that represents the diversity, cultures, strengths, and values of the people of Oregon.

**Minimum Qualifications:**

Three years of secretarial or administrative support specialist experience that includes the following:

- Coordinating office procedures,
- Preparing narrative and statistical reports, and
- Administrative data collection and analysis.

OR, an associate degree in general office occupations and two years of secretarial or administrative support specialist experience that includes the following:

- Coordinating office procedures,
- Preparing narrative and statistical reports, and
- Administrative data collection and analysis.

OR, an equivalent combination of training and experience.

**Desired Attributes:**

- Experience coordinating and monitoring multiple calendars.
- Experience arranging meetings and conferences, scheduling rooms and conference lines, setting agendas, and recording and disseminating minutes.
- Experience with record and information management.
- Experience preparing and proofing letters, reports, contracts, grants, and rules.
- Experience with hiring, orienting, and onboarding new staff.
- Experience interpreting laws, rules, policies, and procedures and applying interpretations to specific situations.

- Proficiency in Word, Excel, Outlook, Teams, desktop publishing, and graphics software.
- Experience promoting a culturally competent and diverse work environment.

**Working Conditions:**

Most of this work may be conducted remotely at an alternate worksite with full access to the needed operating systems and technology. There may be times that the work will need to be conducted at the primary work location: Portland State Office Building, 800 NE Oregon Street, Portland, OR 97232.

**External Link:**

[https://oregon.wd5.myworkdayjobs.com/SOR\\_External\\_Career\\_Site/job/Portland--OHA--Oregon-Street/Administrative-Support-Specialist-2--Portland--OR--Hybrid--Limited-Duration\\_REQ-138263](https://oregon.wd5.myworkdayjobs.com/SOR_External_Career_Site/job/Portland--OHA--Oregon-Street/Administrative-Support-Specialist-2--Portland--OR--Hybrid--Limited-Duration_REQ-138263)