

**Employment**  
**Office Assistant**

**Application Deadline:** 5/22/19

**Date Posted:** 5/16/19

**Job Location:** La Grande

**Hours Worked Per Week:** 20

**Work Hours:** 8:00-12:00 M-F

Shift: Day Shift

**Position Duration:** Temporary, June 3, 2019 - August 2, 2019

**Wages:** \$11.00-\$12.00, DOE

**Description:** Blue Mountain Translator District is a local government special district serving Baker and Union Counties. BMTD is seeking a motivated candidate to assist in the annual processing of service charge liability notices for district property owners. Candidate will assist in sorting mail, processing liability notices with custom software, file paperwork, and perform other duties as assigned. Employee will be supervised by the Executive Director.

**Requirements:** Familiarity with Windows operating system, ability to lift 25 pounds, 10th grade English reading comprehension and writing skills.

**Application:** Applicants must submit a letter of intent by email to [bmtd.org@gmail.com](mailto:bmtd.org@gmail.com) or in person at 1104 K Ave. Floor 3, La Grande, OR 97850 by 12:00 PM on May 22, 2019.

**EOU Students:** Apply at <https://app.joinhandshake.com/jobs/2694463>.