

# WALLOWA COUNTY JOB POSTING 25-0519

**Date:** May 19, 2025

**Position:** (Dual-Position)  
**Building Custodian- Part-Time**  
**Administrative Assistant – W. C. Fair - Seasonal-Relief**

**Status:** **Part-Time Custodial (less than 20 hours per week year-round)**  
**Full-time seasonal for preparation and conclusion of the Wallowa County Fair, not to exceed 4 – 6 weeks.**

**Rate of Pay:** **Depending upon Experience**

**Shift:** **Monday thru Friday with the exception of the W.C. Fair weekend.**

**Closing Date:** **May 30, 2025 at 4:00pm or until filled**

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

**GENERAL STATEMENT OF DUTIES:**

A hybrid position that includes maintaining the cleanliness of county-owned buildings and facilities as well as administrative support of the Wallowa County Fair. Year-round, part-time custodian supports the maintenance and cleanliness of county buildings and facilities, including sweeping, mopping, vacuuming, and cleaning restrooms and public areas. Removal of trash and recycling, restocking supplies and exterior cleaning as instructed by the Facilities Manager. Annual seasonal reassignment to assist the Wallowa County Fair with administrative duties before, during and after the event as assigned by the Fairgrounds Manager. Part-time custodial duties will be limited during this time and will resume after the conclusion of the fair.

**Qualifications:**

- Ability to work independently; without immediate supervision
- Ability to multi-task and work under pressure
- Excellent communication skills both verbal and written
- Must be courteous and helpful to members of the public, boards, agencies, clubs, employees, and supervisors
- General clerical experience to include Microsoft Office and various computer programs, printers, software, email etc.
- Project based, highly organized, attention to detail and able to meet deadlines
- Strong cash handling knowledge and accountability

**Requirements:**

- Oregon Driver's License with clean driving record (preferred)
- Meet the requirements of the job description
- Must pass criminal background check

**Applications may be obtained at [www.co.wallowa.or.us](http://www.co.wallowa.or.us) or from the Human Resource Department in Room 302 in the Courthouse. Applications can be emailed to Brenda Micka, HR Director @ [bmicka@co.wallowa.or.us](mailto:bmicka@co.wallowa.or.us)**

**Wallowa County is an EEOC with Veterans Preference**