

***RECRUITING FOR TWO PART-TIME HOURLY TEMPORARY EXECUTIVE ASSISTANT POSITIONS AT \$22-\$25 AN HOUR DEPENDENT UPON b QUALIFICATIONS.***

The Town of Lakeview is announcing two openings for part-time Executive Assistants to provide professional clerical and administrative support for the Town hall operation. Applicants are requested to send their current resume and a letter of interest to Town of Lakeview, Oregon by no later than June 19, 2026, by 4pm. Interviews will be scheduled immediately for the following week; positions will be filled by the Town Council. Applicants possessing high level clerical and administrative skills are encouraged to apply. Positions will be for a six-month duration as part-time exempt employees with flexible hours as approved by Town Management. After six months, the Town may elect to convert these part-time positions into permanent positions at the sole discretion of the Town Council of Lakeview.