



## **Application Instructions for Office Support Specialist with SDAO**

**For questions, including hiring salary information, please contact [hr@sdao.com](mailto:hr@sdao.com)**

Special Districts Association of Oregon is in search of their next  
**Office Support Specialist!**

**Location: Tigard, OR**

The mission of Special Districts Association of Oregon is to assist special service districts in providing cost-effective and efficient public services to the people of Oregon. This entry level position with SDAO offers an exceptional benefits package, paid holidays, sick and vacation accruals, and much more!

If you are interested in applying for the position of Office Support Specialist, please provide the following:

1. A current resume
2. A cover letter that clearly outlines how your education, skills, abilities, and experience meet or exceed the minimum qualifications and essential functions of the position of Office Support Specialist.
3. A completed SDAO employment application

Please provide your full application packet to [hr@sdao.com](mailto:hr@sdao.com).

This position is open for application until February 25<sup>th</sup>, 2022.