

**Application Instructions for Administrative Support Specialist with SDAO**

Special Districts Association of Oregon is in search of their next

**Administrative Support Specialist**!

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.

If you are interested in applying for the position of Administrative 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 Underwriter.
3. A completed SDAO employment application
4. Completed supplemental questions

Please provide your full application packet to [hr@sdao.com](mailto:hr@sdao.com). All applications must be received by 5:00 pm, Tuesday April 20th, 2021 for consideration.

For questions, including hiring salary information, please contact hr@sdao.com