



Employment Opportunity

Kittitas County, Washington

POSTED: 8/25/14

CLOSES: When Filled

LICENSING DEPUTY I

The current vacancy in the Auditor's Office is a full-time, union (Local 792CH), non-exempt position with benefits expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening of applications will commence on 9/2/14 and continue until a suitable candidate has been found.

SALARY RANGE: \$2319 – \$2634 per month

ESSENTIAL FUNCTIONS:

50% Responsible for creating and transferring motor vehicle and vessel ownership, renewing license registration, and gross weight by mail or in person

- Compare legal documents for completeness, including existing titles, certificates of origin, etc.
- Determine legal ownership of vehicles and vessels to insure legal transfer.
- Advise clients of additional requirements or missing documents.
- Direct clients to other state and county agencies as needed including WSP, DOR, emission lane?, etc.
- Complete required forms according to state regulations and RCW's.
- Operate standard office equipment and input on computers.
- Inspect signatures and verify amount due.
- Issue proper tabs, plates, and permits for title transfers and renewals.
- Collate documents and attach to application in preparation for shipment to Olympia.
- Knowledge of gross weights as they pertain to the various classes of vehicles and the regulations for the various weights and classes.
- Knowledge of mobile home transfers and mobile home title elimination.
- Implementing the fair market value system established by the Department of Revenue.

25% Communicate information to the public

- Interview customers involving interpretation of transactions to be completed so correct information is obtained.
- Search RCW files and manual to answer questions from law enforcement agencies, banks, and the general public.
- Consult with DOL regarding computer flags appearing on screen that prevents the processing.
- Correspond with the public, banks, law enforcement, etc. to answer those questions received by phone or in the mail.
- Compute license fees, advise as requested by phone from scenario given.
- Inform the public of requirements to title and license in the state of Washington.
- Provide general information on local and county government and where service can be obtained.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
(509) 962-7082 • FAX (509) 962-7083 • hr@co.kittitas.wa.us • www.co.kittitas.wa.us

10% Responsible for answering the phones in a timely and professional manner

- Answer inquires involving interpretation of county and state regulations and office policies.
- Inform the public of licensing and title requirements in the state of Washington.
- Interpret other state or foreign regulations to secure documents for Washington licensing.
- Correspond with public to answer those questions received by mail.
- Compute license fees requested by phone.
- Transfer office calls to the proper area.

5% Responsible for reviewing the previous day's transactions for workstation, including title applications, renewals, permits and misc. in preparation for shipment to Department of Licensing in Olympia

- Check listing sheets for workstation showing all transactions and fee collections.
- Balance listing sheets with daily work to verify total of previous day's work.
- Process work brought in from customers daily at the counter.
- Inform supervisor of any errors or differences in listing total when compared with work.

5% Responsible for finalizing all transactions and monies for workstation on a day to day basis and transmitting this information to Olympia

- Check workstation inventory at open and close of each day for accountable items.
- Secure daily remittance sheets and office reports from CAAP computer.
- Balance money and work at the end of each workday.
- Prepare work for shipment to Olympia.

OTHER FUNCTION:

5% Responsible for helping in the Legal, Accounting and Election areas when needed

- Assist Elections and Accounting Departments with general office procedures.
- Knowledge of fees charged in Recording and Elections.
- Assist in signature verification of incoming ballots;
- Assist in opening process of approved ballots, prepare for inspection and scanning.

MINIMUM QUALIFICATIONS:

- High School diploma or GED AND one year of relevant experience along with experience working with computers, word processing software, and spreadsheet software. Must obtain Department of Licensing Certification after 1 year of employment. Confidentiality is required.

PREFERRED QUALIFICATIONS:

- Prior experience working in a similar position.

WORKING CONDITIONS:

Work is generally performed in an office environment; sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push, and/or carry up to 50 pounds or potentially more with assistance; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; ability to stand, walk, stoop, kneel, crouch, ascend/descend stairs, grasp, and reach with arms and legs. Occasional travel is required for training opportunities and /or meetings. Safety regulations and policies must be adhered to at all times.

The work schedule is generally maintained during normal office hours, but could include variation such as extended shifts or weekends. Regular attendance and punctuality are required.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Letter of interest outlining your education and experience that qualify you for the position; 3) Resume; 4) Three (3) personal references and Three (3) professional references and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

SUPPLEMENTAL EXAM QUESTIONS

- 1) Describe your experience working in an office environment.
- 2) List your experience working with computer software, and provide details on your level of expertise.
- 3) Provide an example of working under stressful situations.