



# Employment Opportunity

## Kittitas County, Washington

**POSTED: 4/21/15**

**CLOSES: 5/5/15**

### **LAW ENFORCEMENT CLERK**

The Kittitas County Civil Service Commission is currently forming a roster for the position of Law Enforcement Clerk. The available position in the Kittitas County Sheriff's Office is full time, non-exempt, benefited, Corrections Union (Local 760) position. Anyone who meets the qualifications stated below may apply.

**SALARY/WAGES:** \$2,811 - \$3,457 per month

**ESSENTIAL FUNCTIONS:**

*Employees in this position may be required to perform any assigned portion or all portions of the listed duties under this position, or other duties that may be assigned as required.*

- Process approved training requests and training activity reports, complete training registration requests and entry into records management system, make lodging arrangements for trainees.
- Process concealed pistol licenses, including fingerprinting, data entry and background investigation.
- Provide quartermaster services; order supplies and assist with general inventory control and delivery of inventoried items.
- Process gun transfer requests; processing necessary background checks and all other required documentation.
- Process Civil documents, including data entry, the entry of Civil Process and Protection Orders, canceling protection orders, return of civil process; entry of warrants, updating warrant information in RMS, served – recalled –renewed.
- Process case reports; criminal records data entry of reports, citations, distribute reports to the Prosecutor's Office and appropriate Court in a timely manner.
- Process public disclosure requests in accordance with state law and Kittitas County Policy.
- Transcribe reports and interviews from various recording devices or video.
- Product various statistical reports as needed.
- Provide fingerprinting service to the public for various reasons.
- Greet the general public and assist with their requests or concerns, answers phone and redirect calls.
- General document handling.
- Sort and distribute incoming/outgoing mail.
- Post Sheriff's receipts, collect monies, assist with entering bills and prepare vouchers as needed, create purchase orders, enter the required data , and process orders; other financial duties as assigned by the Supervisor.

- Receive, release and ship evidence, data entry of evidence into and out of secure storage, maintain secure storage and chain of custody, process evidence in accordance with WSP evidence handbook and the Kittitas County Sheriff's Office policy, testify in court when necessary.
- Classification of inmates.
- Other clerical and receptionist duties as assigned by Supervisor.

*This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.*

**MINIMUM QUALIFICATIONS:**

- High school diploma or GED equivalent;
- One (1) year of general office experience;
- Intermediate to advanced PC skills utilizing the MS Office Suite;
- Ability to type a minimum of 40 WPM, with 80% accuracy;
- 21 years of age at the time of employment;
- U.S. citizenship and possess a valid driver's license.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. There can be no conflicts of interest with the hiring agency.
- Must successfully pass the civil service written exams.

**PREFERRED QUALIFICATIONS:**

- Two (2) or more years of general office experience.
- Prior experience working in positions that require attention to detail and confidentiality.
- Knowledge of and experience working with SPILLMAN RMS and Washington State ACCESS systems.
- Current Washington State ACCESS user certification.
- Good working knowledge of QuickBooks or other comparable computerized financial system.
- Budgeting & Accounting Reporting System (BARS) knowledge.

**WORKING CONDITIONS:**

Work is primarily performed in an office setting with occasional need to work in outdoor or non-office environments. The position requires the ability to sit for extended periods of time, stand, walk, ascend/descend stairs or small ladders/stepstools, stoop, kneel, crouch, twist, grasp, and reach. Must have ability to lift, push, pull, or carry up to 25 lbs. and occasionally higher with assistance. Must be able to read printed materials and a computer screen, and have sufficient hearing and speech to communicate via telephone and in person. Safety policies and procedures must be adhered to at all times, including proper lifting/carrying techniques. Must be able to safely operate a motor vehicle in varied weather conditions and levels of daylight, as periodic travel will be required for ongoing training opportunities, and meeting attendance. Work is typically scheduled within regular business hours, with some weekend and evening work as needed. Regular attendance and punctuality are required.

Reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions.

**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; and 2) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

All applicants who meet the minimum qualifications will be eligible for a typing test. **This test will cost \$20 and will be at the expense of the applicant.** Payment will be due at the time of the test. Cash or Check will be accepted. Checks can be made payable to Kittitas County. If you opt to pay by cash, you must have exact change.

Candidates who have taken the typing test through Kittitas County within the past 12 months will have the option to either carry over their previous test score or pay to retake the test.

**Applicants will be notified via email of the upcoming testing date and times.**

**SUPPLEMENTAL EXAM QUESTIONS:**

Answer the following questions and return with your application packet. The answers you supply will be used to evaluate your application materials.

- (1) Please answer Yes or No -- Are you at least 21 years of age?
- (2) Please answer Yes or No -- Can you type 40 WPM with 80% accuracy?
- (3) Please answer Yes or No -- Do you have at least one (1) year of office experience? If yes, please explain where you obtained this experience.
- (4) Please answer Yes or No -- Do you have intermediate to advanced Word **AND** Excel skills?
- (5) Do you understand that you are responsible for the \$20 typing test fee, due on the day of the exam?