



Employment Opportunity

Kittitas County, Washington

POSTED: 6/12/15

CLOSES: When Filled

RECORDS CLERK

The current vacancy in the Commissioner's Office is a part-time (19 hours a week), non-exempt, non-benefited, non-union position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening of applications will commence on 6/19/15 and continue until a suitable candidate has been found.

SALARY RANGE: \$9.50 – \$12.50 per hour

ESSENTIAL FUNCTIONS:

Perform document archival duties:

- Track & monitor outstanding/missing documents from agenda sessions and ensure all documents have been fully executed by parties
- Distribute documents that have been returned fully executed to appropriate departments
- Organize and prepare agenda documents for final archiving (removing staples, clips, etc.)
- File weekly correspondence logs and other misc. documents
- Update and maintain office index system as required by State statute
- Maintain daily office filing systems

OTHER FUNCTION:

- Assist staff with projects as needed.
- Other duties and projects as assigned.

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
- Six (6) months experience working in an office setting.
- Proficiency using computers and Microsoft Office programs; and possess the ability to quickly learn other programs specific to the department and/or County.
- Valid Washington State 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.

WORKING CONDITIONS:

Work is primarily performed in an office setting with occasional need to work in 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.

Work hours are flexible and will not normally need to exceed nineteen (19) hours within a designated work week. Regular attendance and punctuality are required. Periodic travel will be required for meetings and/or training opportunities. Must be able to safely operate a motor vehicle in varied weather conditions and levels of daylight.

Reasonable accommodations may be made 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; 2) Resume; 3) Letter of Interest; 4) Two (2) professional references and Two (2) Personal Reference and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

SUPPLEMENTAL EXAM QUESTIONS:

- 1) Although the hours are flexible, are you available to attend Records Management Committee meetings on the 2nd and 4th Wednesday of each month at 9:00 a.m.?
- 2) Please explain any experience with office filing systems and the type of systems.
- 3) Please explain your experience in an office type setting.