



Employment Opportunity

Kittitas County, Washington

POSTED: 9/23/15

CLOSES: Open until filled

Office Deputy

The current vacancy with the Clerk's Office is a limited part-time (16 hours/week), non-benefitted, non-exempt, Union (Local 792CH) position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening will commence on 9/30/15 and continue until a suitable candidate has been found.

SALARY RANGE: \$13.64 – \$15.50 per hour

CLASSIFICATION DISTINCTIONS

This classification is the only Office Deputy level within the Clerk's Office.

ESSENTIAL FUNCTIONS:

- Assist the Records Clerk with auditing the Superior Court electronic case files with the SCOMIS system maintained by the Administrative Office of the Courts on a routine basis.
- Assist the Records Clerk with verifying electronic images created on a routine basis.
- Assist the Records Clerk with creating, processing, and storage of images of the Superior Court case files.
- Assist with retrieving electronic records of court proceedings thereby fulfilling request forms.
- Assist with the retrieval and storage of court records on microfilm.
- Assist with the manual filing of court records up to and including the proper disposal of records as set forth in the guidelines of the Secretary of State records retention and all County policies with regard to record retention.
- Assist with file room(s) organization, inventory and cleanliness.

OTHER FUNCTIONS:

- Use basic office equipment such as fax machine, computer, copy machine, date stamps, calculator and phone to complete daily assigned tasks.
- Assist the public with locating electronic and hard copies of case files.
- Assist office staff on a limited basis with collecting applicable fees, and answering phones.
- Produce copies for the public and by special request for attorneys or other legal entities.
- Assist the office staff with filing into case files
- Any and all other duties as assigned by the Administrative Assistant and/or the Clerk.

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:

- A high school diploma or the equivalent thereof.

Kittitas County is an Equal Opportunity Employer

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- A criminal history 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.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Basic computer knowledge in Microsoft Office programs and experience with word processing, spreadsheets and databases.
- Ability to quickly learn computer imaging programs and other programs specific to the office or County.
- Ability to multi-task and handle interruptions while working with complex and/or time-sensitive projects.
- Strong written and verbal communication skills.

PREFERRED QUALIFICATIONS:

- Six month's experience working in a similar position for a public or private agency.

WORKING CONDITIONS:

Work is performed in a standard office setting. Ability to sit, stand, walk, climb, stoop, kneel, crouch, crawl, grasp, and reach with arms and legs. Must have ability to lift push, pull, or move up to 50 lbs. and occasionally higher with assistance. Must have close, distance, and peripheral vision, depth perception, ability to adjust focus, and the ability to read printed materials, computer screens, and monitors. Must also have hearing and speech to communicate in person and over the telephone. Safety rules and regulations must be adhered to at all times.

The work schedule is maintained during normal office hours.

Periodic travel may be required for on-going training opportunities and seminars.

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. The following items are required:

- 1) Kittitas County Employment Application and Supplemental Exam Answers.
- 2) Letter of interest outlining your education and experience that qualify you for the position
- 3) Resume
- 4) One (1) professional reference and One (1) personal reference

SUPPLEMENTAL EXAM QUESTIONS:

- 1) You are at your desk and overhear two co-workers talking about seeing another co-worker out last night. Their conversation goes on to include instances of this employee out with different people, drinking too much and lots of partying. They attempt to engage you in the conversation; what do you do?
- 2) Quality and attention to detail are important competencies for this job. Please provide examples of ways that you monitor and manage your own quality and accuracy.