



Employment Opportunity

Kittitas County, Washington

POSTED: 5/25/16

CLOSES: 6/1/16

SEASONAL FAIR OFFICE CLERK

The current vacancy in the Kittitas County Events Center is a seasonal, non-exempt, non-benefited, non-union position expected to begin as soon as possible and end after the fair in September (*dates may vary*). Anyone who meets the qualifications stated below may apply.

WAGE: \$9.47 - \$14.50 per hour

ESSENTIAL FUNCTIONS:

Work with the Program Assistant to complete a variety of tasks, including, but not limited to:

- Work with Fair Board Directors to help produce Fair-related materials.
- Input of exhibitor data during exhibit entry period.
- Coordinate and prepare Superintendent packets and contracts.
- Coordinate and prepare Press packets.
- Accept and process exhibitor entry forms and fees at the front counter during the entry period.
- Answer multi-line phones and operate cash register.

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.
- Valid Washington State driver's license.
- At least one (1) year of work experience in a fast-paced office setting.
- Knowledge and ability to effectively operate a computer with Microsoft Office Suite[®], including current versions of: Microsoft Word, Excel and Publisher; as well as the ability to utilize contemporary database applications; applications and equipment for the production of tickets, banners etc.; proprietary fair-related tracking software; printers, copiers and cash registers.
- Ability to type at an occupational level of accuracy and speed to produce efficient, quality work product.
- Effective verbal and written communication skills including the ability to compose professional business correspondence.
- Flexibility to work irregular shifts and weekends as required.
- Ability to multi-task successfully with frequent interruptions in a busy team environment.
- Ability to establish and maintain cooperative and effective working relationships.
- Ability to work courteously and tactfully with customers while maintaining a friendly, helpful and positive attitude.
- 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 at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

PREFERRED QUALIFICATIONS:

- Previous experience working for the Kittitas County Fair.
- Bilingual verbal and written skills, Spanish and English.

WORKING CONDITIONS:

Work is primarily performed in an office environment with sustained posture in a seated position, prolonged periods of computer operation, and periods of standing; must also be able to kneel, stoop, bend, twist, reach, grasp, and use standard office equipment; may need to traverse a variety of surfaces within the fairgrounds; must have vision to read printed materials and a computer screen, and hearing and speech to communicate clearly in person or over the telephone; strength to lift, pull, push and/or carry up to fifty (50 lbs) pounds, and occasionally more with assistance. Safety rules and regulations must be adhered to at all times.

The work schedule will vary based on business need and will include evenings and weekends, especially just prior to and during the Fair. Regular attendance and punctuality are required.

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) Letter of Interest; 3) One (1) professional reference and One (1) personal reference and 4) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

SUPPLEMENTAL EXAM QUESTIONS:

- (1) What previous job experiences qualify you for this position?
- (2) Describe your ability to maintain focus and produce accurate work in a fast paced environment with frequent interruptions. Include how you keep track of multiple projects when you are pulled away from them midstream, and provide an example of how you have been successful in a similar environment in the past.
- (3) Are you proficient with computers and Microsoft Office Programs? If yes please list each program and your level of expertise (beginner, intermediate or advanced).