



Employment Opportunity

Kittitas County, Washington

POSTED: 9/15/16

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 9/22/16 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:

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.
- 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.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Proficiency using computers and Microsoft Office programs; and possess the ability to quickly learn other programs specific to the department and/or County.
- Clear verbal and written communication skills.
- Ability to take direction, both verbal and written, and perform work somewhat independently.
- Must be able to exercise good judgment and discuss questions or concerns with supervisor.

PREFERRED KNOWLEDGE/SKILLS/ABILITIES:

- Six (6) months experience working in an office setting.
- Previous experience managing paper and electronic records.

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 clearly 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. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Letter of Interest; 4) Two (2) Professional References and One (1) 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. Tell us about your experience with the following:
 - a. Creating electronic correspondence using a program such as Word.
 - b. Using email to provide direction or relay important information to a person or group, or to request feedback from a group.
 - c. Scanning documents to be saved electronically, and creating/maintaining an electronic filing system.
 - d. Reviewing documents for accuracy or to ensure they are complete, and following up if necessary.
2. Although the hours are flexible would you be available to attend the Records Management Committee meetings on the 2nd Wednesday of each month at 9:00 a.m.?
3. Have you taken any occupational education and/or computer-specific classes? If YES, please provide a brief summary including the name of the course, where it was taken, and how what you learned would apply to this position.
4. Please explain any experience you have with electronic filing systems.