



# Employment Opportunity

## Kittitas County, Washington

**POSTED: 1/11/17**

**CLOSES: When Filled**

### RECEPTIONIST

The current vacancy in the Prosecutor's Office is a full-time, non-exempt position with benefits expected to begin as soon as possible. Anyone who meets the minimum qualifications may apply. Screening of applications will commence 1/18/17 and continue until a suitable candidate has been found.

**SALARY RANGE:** \$2,129 - \$2,810 per month

#### ESSENTIAL FUNCTIONS:

80% Responsible for providing customer service and clerical support for the Kittitas County Prosecuting Attorney's Main Office by greeting the public, answering the telephone and directing the calls to appropriate person, and logging all law enforcement reports into the Damion system.

- Answer multi-line phone and either assist the person calling or transfer call to appropriate attorney or secretary.
- Handle initial contact with all county, city, and state officials, police officers, attorneys and the public in a professional, courteous manner and direct them to appropriate person, department or organization.
- Converse often with people who are frustrated, confused, angry or otherwise emotionally distressed.
- Assist people on the phone and in person with information regarding court dates and times.
- Distribute and receive documents and correspondence from defense attorneys.
- Mark all incoming mail and documents with "Received" Date Stamp.
- Enter all information regarding new incoming cases into Damion.
- Enter information for felony first appearances and distribute to appropriate secretary.
- Enter new court dates into Damion on all Lower and Upper District Court cases and distribute to appropriate secretary.
- Receive and distribute probation violation paperwork to appropriate secretary.
- Pick up, sort and distribute all incoming mail.
- Receive reports from all police agencies regarding offenders, log in Damion computer system and distribute to appropriate legal secretary.
- Route all Returns of Service to appropriate legal secretary.
- Sort and process all outgoing mail by 3:00 pm each day.
- Check main "Prosecutor" email daily and take appropriate action as necessary.
- Complete information for FBI & WSP disposition audit requests and forward to appropriate agency.
- Collect data and complete use information to create annual report.

#### 10% Responsible for providing administrative support to the Kittitas County Law Library Board

- Handle inquiries from citizens needing access to the Kittitas County Law Library.
- Process vouchers for expenses incurred on behalf of the Kittitas County Law Library as authorized by the Kittitas County Law Library Board.
- Process all shipments/purchases received on behalf of the Kittitas County Law Library.

- Responsible for monitoring computers in the Kittitas County Law Library to assure they are in proper working order.
- Responsible for maintaining inventory of all items in the possession of the Kittitas County Law Library, for addressing any issues relative to the condition of the Kittitas County Law Library, and addressing any and all issues that impact upon the operations and or functioning of the Kittitas County Law Library.
- Responsible for any other duties as requested by the Kittitas County Law Library Board and as approved by the Kittitas County Prosecuting Attorney at his discretion if outside of the job description provided herein.
- Prepare annual Law Library report by the first Monday in September.

**10% Other Duties as Assigned**

- Assist in overflow and other projects as necessary.

*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 year of experience in an office setting.
- A criminal history background check will be performed. No criminal convictions or pending unresolved criminal matters. 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:**

- REGULAR ATTENDANCE IS REQUIRED.
- Ability to communicate effectively both orally and in writing with attorneys, law enforcement, victims, various organizations and the general public.
- Knowledge of legal terminology and general office procedures.
- Ability to operate office equipment such as copy machine, calculator, fax, multi-line phone system, shredder and mail machine.
- Ability to work under stressful conditions with minimum supervision.
- Ability to maintain a friendly, helpful and positive attitude, even when faced with frustrated, upset or irate customers.
- Proficient computer skills, including use of Microsoft Excel and Word; general knowledge of other Office programs; must be able to quickly learn new programs and applications required to perform job duties.
- Strong organizational skills and ability to multi-task effectively.

**PREERRED QUALIFICATIONS:**

- Previous experience in a legal office environment.
- Some knowledge of general bookkeeping, electronic legal research, and purchasing functions is desirable, but not necessary.
- Bilingual verbal and written skills, Spanish and English.

**WORKING CONDITIONS:**

Work is typically performed in an office environment. Must be able to sit for extended periods, stand, walk, crouch, kneel, stoop and grasp. Must be able to ascend/descend stairs and occasionally use a stool or ladder. Must be able to read printed materials and a computer screen; must possess hearing and speech to communicate clearly in person or over the telephone. Must be able to lift up to 25 pounds; potentially more with assistance. All safety regulations, policies, and procedures must be adhered to at all times.

This position may encounter upset and occasionally verbally abusive citizens. The employee must be able to manage assigned responsibilities with competing demands, changing priorities and frequent interruptions. Must be able to work independently and maintain a positive working relationship with others.

Occasional travel may be required for training opportunities and /or meetings; must be able to safely operate a motor vehicle in all weather conditions and levels of daylight. Employee may be required to utilize his/her private vehicle in the performance of the job duties, but will be reimbursed for mileage.

Work is typically performed during standard business hours; however, at times there are variations in working hours that may include occasional evening and weekend work. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal. The following items are required: 1) Kittitas County Employment Application; 2) Letter of interest outlining your education and experience that qualify you for the position; 3) Resume; 4) Supplemental Exam Questions; and 5) Two (2) professional references and two (2) personal references. **Please note: All applications must be submitted online; paper copies will not be accepted.**

**SUPPLEMENTAL EXAM QUESTIONS:**

1) EXPERIENCE/TRAINING

Describe your experience and training that uniquely qualifies you for the position of Receptionist. Be sure to include any experience and training you have with law and/or legal research and the court system.

2) WORKING UNDER PRESSURE

Describe two situations in which you were responsible for meeting deadlines or working under other kinds of pressure. Explain how you met this pressure without an undue amount of stress to yourself and others.

3) WORKING WITH PUBLIC OR CLIENTS

Describe your experience explaining procedures or providing assistance to the public or internal clients in person or on the telephone. Include the types of clients, the volume of work, at least one example of how you handled a problem and/or negative situation, and state why you think you are effective in your dealings with others.