



Employment Opportunity

Kittitas County, Washington

POSTED: 10/29/2018

CLOSES: 11/12/2018

ADMINISTRATIVE ASSISTANT I

The current vacancy in Community Development Services is a full-time, benefited, non-union, exempt position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. This position will close on 11/12/2018.

SALARY RANGE: \$3,433- \$4,619 per month.

ESSENTIAL FUNCTIONS

Responsible for performing administrative duties required by the CDS Director

- Perform a variety of general and advanced administrative duties in support of the Community Development Department; establish and maintain filing systems; create and modify forms as necessary; organize and assemble documents; file and catalogues maps, photos, and other exhibits and documents.
- Monitor and assist with preparation of the CDS budget; make recommendations and notify the Director of any issues; prepare weekly vouchers and submit to the Auditor's office for payment; prepare a variety of correspondence, reports and other written materials; distribute reports internally and to various governmental offices.
- Receive, transfer or refer calls to proper sources; provide program information relating to department services; accurately transmit, screen or convey information using proper format, document and procedures.
- Receive, sort, and distribute mail; process outgoing mail; provide messenger service within or between departments or offices.
- Complete data entry tasks and assemble reports; produce emails, memos, and letters; and utilize routine forms.
- Provide legal notices to local newspapers and the public via email, letter, County website, etc.
- Proofread material, making corrections for spelling, grammar, and punctuation.
- Compile and distribute information relative to departmental activities.
- Confer with other departments and outside agencies; represent the CDS Director at meetings as requested.
- Serve as clerk to various Boards, Commissions, and/or Committees; prepare minutes for meetings.
- Maintain filing systems and correspondence log; recommend ways to improve efficiencies; implement new policies/procedures and train department staff accordingly.
- Schedule meetings, make room arrangements and send out schedule changes and notices. Coordinate (or assist with coordinating) functions and activities; set up rooms and equipment required.
- Serve as Public Disclosure Officer for the department.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
(509) 962-7082 • FAX (509) 962-7083 • hr@co.kittitas.wa.us • www.co.kittitas.wa.us

OTHER FUNCTIONS

- Provide backup support to Permit Technicians on an as-needed basis.
- May be required to provide clerk services for meetings which can occur during the day or during evenings/weekends.

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.
- Three (3) years of general office experience providing administrative support, preferably in a government or legal office.
- An equivalent combination of education and experience which provides the knowledge, skills and ability necessary to perform the work required may substitute for the minimum qualifications above.
- Valid Washington State driver's license.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in some circumstances. Factors such as relativity to the position, age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Must maintain confidentiality.
- Ability to perform the full range of office and clerical support duties and tasks.
- Knowledge of record keeping and cash management principles and procedures.
- Ability to produce accurate financial and statistical computations.
- 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, including public presentations.
- Ability to take direction, both verbal and written, and perform work independently.
- Understand legislative and administrative procedures and operations.
- Ability to plan and organize work.
- Ability to work effectively under pressure, meet deadlines and handle interruptions.
- Ability to exercise good judgment as to when to act independently and when to refer situations to the appropriate person.
- Must be able to deliver courteous and professional customer service, with the ability to interact with a diverse group of individuals and groups on a regular basis.
- Must be motivated and possess the desire to produce high quality work.

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.

Standard work hours are Monday-Friday, 8 AM – 5 PM; however, occasional evening/weekend work may be required. Regular attendance and punctuality are required. Periodic travel will be necessary for meetings and/or training opportunities. Must be able to safely operate a motor vehicle in varied weather conditions and all levels of daylight.

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

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. Three Professional References and Three Personal References
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. 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 or others.
2. 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, and at least one example of how you handled a problem and/or negative situation.
3. Please describe your experience with budget preparation and accounting.