



Employment Opportunity

Kittitas County, Washington

POSTED: 7/18/2019

CLOSES: Open Until Filled

RECEPTIONIST

The current vacancy in the Prosecuting Attorney's Office is a full-time, benefited, non-union, non-exempt position expected to begin as soon as possible. The Receptionist is responsible for providing customer service and clerical support to the Prosecuting Attorney's Office as well as administrative support to the County Law Library Board. Anyone who meets the qualifications stated below may apply. The position is considered open until filled. Candidates should apply by 7/25/2019 for optimal consideration.

POSTED SALARY RANGE: \$2,667- \$2,969 per month.

ESSENTIAL FUNCTIONS

MAINTAIN CONFIDENTIALITY IN ALL MATTERS PERTAINING TO THE PROSECUTING ATTORNEY'S OFFICE.

Responsible for providing all secretarial support to the Prosecuting Attorney, Deputy Prosecuting Attorneys, Legal Secretary III and Office Administrator regarding all civil and criminal matters.

- Answer all incoming calls and 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.
- Direct people to appropriate person, department or organization.
- Converse often with people who are frustrated, confused, angry or otherwise emotionally distressed.
- Mark all incoming mail and documents with "Received" date stamp.
- Pick up and distribute all incoming and outgoing mail.
- Request and receive reports from police agencies regarding offenders, open cases/log in Damion, and distribute to appropriate legal secretary.
- Enter all cases received into Damion (unless otherwise instructed) and upload all documents that relate to each case (paperless – electronic files) so that the records are complete and accurate (Internal Software Program) to ensure tracking and logging for annual and internal reports as well as records management.
- File and record legal documents with the appropriate officials and agencies in a timely manner and ensures correct dissemination to appropriate parties.
- Handle inquiries from citizens needing access to the Kittitas County Law Library, to include provision and documentation of access procedures.
- Process vouchers for expenses incurred on behalf of the Kittitas County Law Library as authorized by the Kittitas County Law Library Board.
- Responsible to monitor computers in the Kittitas County Law Library to assure they are in proper working order and that adequate supplies are on hand for use by the patrons.
- Responsible for maintaining inventory of all items in the possession of the Kittitas County Law

Kittitas County is an Equal Opportunity Employer

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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 such 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.
- Responsible for the management of the division's records and closed cases as assigned. Records are to be managed based on the Prosecutor's Office's policies and procedures relating to the management of records and the Washington Secretary of State Archives records retention schedules (CORE and Prosecutor Schedule). Responsible for adding closed cases to the index and placing any physical files in storage for the duration required for records retention.
- Responsible for creating destruction logs, sending them to DPAs and staff in the division, and destroying records that have met retention (once approved by DPAs and the Records Officer) by deleting Damion case records as indicated in that division's records management policy, deleting records from the G drive, and deleting emails from the secretary's own Outlook account. Send the finalized destruction log to the entire office alerting them that the attached records have been destroyed and that anyone having records relating to these matters should purge them from their Outlook account and employee folder on the G drive.
- Operate office machines such as computer, scanner, copier, printer, fax machine, calculator, multi-line phone, and mail machine.
- Prepare paperwork based on job assignments and instruction from attorneys and supervisors.
- Prepare the Annual Report for the Prosecutor's Office.
- 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 and one (1) year of experience in legal office or related setting.
- Proficient computer skills, including use of Microsoft Office, possess the ability to learn new programs specific to the department and/or County quickly.
- Valid Washington State driver's license.
- Equivalent education/experience will substitute for the minimum qualifications stated above at the discretion of the Office Administrator or Prosecuting Attorney.
- A criminal history 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 and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Communicate professionally and respectfully, both verbally and in writing.
- Knowledge of general office procedures, office machines, legal terminology.
- Ability to work under stressful conditions with minimum supervision.
- Ability to operate office equipment such as copy machine, computer, calculator, fax machine, multi-line telephone system, shredder and mail machine.
- 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 Office Suite; must be able to quickly learn new programs and applications required to perform job duties.
- Strong organizational skills and ability to multi-task effectively.
- Maintain interpersonal relationships in a small office environment by treating peers and staff with respect, being mindful of communication styles and adjusting to fit the needs of the office environment.

PREFERRED QUALIFICATIONS

- Some knowledge of general bookkeeping, electronic legal research, and County purchasing functions.

WORKING CONDITIONS

Work is generally performed in a high volume office environment with sustained posture in a seated position, prolonged periods of computer operation, and periods of standing; frequent use of standard office equipment; regular interaction with employees and the public; periods of increased activity and exposure to angry or emotional customers; strength to lift, pull, push, and/or carry up to 25 pounds and potentially more with assistance; vision to read printed materials and a computer screen, and hearing and speech to communicate clearly in person or over the telephone; ability to sit, stand, walk, stoop, kneel, crouch, ascend/descend stairs, and reach with arms and legs. Periodic duties may require performance in non-office setting, outdoors, or at a variety of County locations.

Work is typically performed during standard business hours with some extended shift or weekend and evening work as needed. Regular attendance and punctuality are required. Periodic travel may 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. Three Professional References and Three Personal References
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. 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. Describe a situation where you needed to manage an upset individual at the reception desk. How did you handle it?
3. 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.
4. What do you believe the receptionist brings to the office culture at any company?

