



## Employment Opportunity

Kittitas County, Washington

**POSTED: 10/9/2020**

**CLOSES: Open until filled**

### OFFICE WORKER

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 Office Worker performs a variety of administrative tasks to assist Legal Assistants and victim/witness staff with closing cases and records management. Anyone who meets the qualifications stated below may apply. This position is considered open until filled. Candidates should apply 10/23/2020 for optimal consideration.

**SALARY RANGE:** \$2,505- \$3,371 per month.

#### ESSENTIAL FUNCTIONS

**Work with the Prosecutor's Staff to complete a variety of tasks, including, but not limited to:**

- Assist the criminal division in closing cases and adding closed cases to the index for proper records management.
- Assist Victim Witness staff with various clerical tasks.
- Prepare jury panels from juror information provided by Superior Court.
- Assist Records Officer with any records management related tasks.
- Assist Office Technology Specialist with tasks as assigned.
- Other duties as assigned.

*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.
- Availability to work Monday – Friday from 8am – 5pm with a one (1) hour lunch break.
- A criminal history background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be considered. There can be no conflicts of interest with the hiring agency.

#### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and ability to effectively operate a computer including proficiency using Microsoft 365, (current versions of: Microsoft Word, Excel, and Outlook); and ability to learn our case management software, JWorks.
- Ability to type at an occupational level of accuracy and speed to produce efficient, quality work product.

Kittitas County is an Equal Opportunity Employer

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- Effective verbal and written communication skills including the ability to compose professional business correspondence.
- Ability to multi-task and handle stressful situations, including customer complaints and competing demands.
- Ability to establish and maintain cooperative working relationships and good rapport with user groups.
- Must be approachable and deliver excellent service to customers with a friendly, helpful, and positive attitude.
- Ability to accept direction and constructive feedback from the supervisor and apply what has been learned.
- Ability to use good judgment and work independently and with others.

### **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; 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 twenty-five (25) pounds, and occasionally more with assistance. Safety rules and regulations must be adhered to at all times to include proper lifting/carrying techniques. Periodic travel will be required for training opportunities and meeting attendance; must be able to safely operate a motor vehicle in varied weather conditions and levels of daylight.

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. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three (3) professional references and three (3) personal references
5. Supplemental Exam Answers

### **SUPPLEMENTAL EXAM QUESTIONS**

1. Please describe a situation 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?
2. Describe a situation where you may need to manage an upset individual, either in person or over the phone. How would you handle that?