# Employment Opportunity

Kittitas County, Washington

**POSTED: 7/22/2022** **CLOSES: Open Until Filled**

# DEPUTY AUDITOR I

The Kittitas County Auditor's Office is currently seeking qualified candidates for the position of Deputy Auditor I. This is a full-time, benefited, union (Local 792 CH), non-exempt position expected to begin as soon as possible. The Deputy Auditor I is responsible for assisting the public and other County personnel in the retrieval of information within the Auditor's Office. Anyone who meets the qualifications stated below may apply. This position is considered open until filled with a first review after 8/01/2022. Candidates should apply as soon as possible for optimal consideration.

Please note that two (2) positions share the responsibilities outlined in this job description.

**SALARY RANGE**: $3,418- $3,895 per month.

**ESSENTIAL FUNCTIONS**

**Receive, Preserve, Disseminate Permanent Recorded Instruments**

- Interpret and apply State recording laws to County recording system
- Determine and check the suitability of each document presented for recording
- Integrate each recorded document into the recording system by scanning and entering recording information into the computer to become public record.
- Respond to and resolve customers' questions at the counter and on the telephone; answer inquiries about laws, standards, procedures, services, and fees that apply to the recording department; refer to other departments if needed.
- Perform records search for and retrieve information regarding recorded instruments, make standard and/or certified copies of documents and maps for public, county personnel, and other agencies.
- Collect fees and process monetary transactions with accuracy; responsible for contents of cash drawer; balance legal receipts with individual cash drawer each day and audit to computer report.
- Designate proper coding and functions on computer and printouts.
- Determine and designate appropriate recording or filing information.
- Follow procedures for legal and historic document preservation.
- Train public in the use of records, and the operation of computer and microfilm and/or imaging equipment.
- Issue marriage licenses and accompanying documents according to Washington State Law.
- Prepare to receive customers each morning; transfer instruments to recording vault at the end of the day.
- Manage inventory of recording supplies and perform minor maintenance on recording equipment.
- Manage recording system computer to ensure recorded document status and location are accurate and complete.
- Notify supervisor and IT of problems or errors and inform title companies and law firms of any down time required.
- Maintain inventory of marriage application packages.

- Review and process marriage forms after marriage ceremony.
- Process returned State Department of Health Marriage Certificates by noting returned date, put in chronological order of return, give to Auditor for signature, prepare report and mail to State Department of Health on a monthly basis.
- Record Claim for Damages when received by County Auditor and forward electronic copies to accounting department.
- Convert images (daily recorded documents) to CD's (CD burning) once a month and forward CD to State Archives each quarter.
- Review and collate instruments and records to be imaged for legibility and condition.
- Inform State Archives of necessary information and processing instructions for CD's and microfilm.
- Image surveys, short plats, plats, and special projects.
- Integrate archived recorded documents from digital images retrieved from microfilm and archive books, into current Records management program. Index according to standards.
- Inspect and sign for incoming certified, registered, express mail or miscellaneous delivery of mail and packages.

**Responsible for creating and transferring motor vehicle and vessel ownership documents, renewing license registrations, gross weight, permits, etc. by mail or in person**

- Perform functions of Vehicle Licensing Operator per DOL policies and procedures.
- Determine if legal documents are complete, including existing titles, certificate of origin, bills of sale, etc.
- Advise customer of additional requirements or missing documents per DOL, DOR, and/or RCW regulations.
- Refer client to other State and County agencies as needed including WSP, DOR, emission testing, etc.
- Complete required forms according to State regulations and RCW's (lost title, inheritance, odometer affidavit, etc.).
- Verify customer identity, witness applicant signature on licensing application.
- Compute and collect license fees and use tax referring to sales price, manuals, and computer.
- Check and compare monies received for the correct amount before finalizing transaction. Verify printout.
- Issue proper tabs, plates, permits for original titles, title transfers and renewals of registration.
- Collate documents and attach to applications in preparation for mailing to DOL.
- Verify IRS form 2290 is on file for tonnage renewals for each customer, verify specific vehicle is listed.
- Balance money and work at end of day against computer printouts.
- Review incoming mail and process applications and pre-bills; correspond with customer to obtain missing information.
- Process, synchronize and mail out internet renewals.

**Communicate information to the public**

- Interview customers involving interpretation of transactions to be completed so correct information is obtained.
- Search RCW files, and help guide to answer questions from law enforcement agencies, banks, and the general public.
- Consult with DOL regarding computer flags appearing on screen that prevents the processing.
- Correspond with the public, banks, law enforcement, etc. to answer those questions received by phone or in the mail.
- Compute license fees, inform as requested by phone from scenario given.
- Inform the public of requirements to title and license in the state of Washington.
- Provide general information on local and county government and where service can be obtained.

**Responsible for maintaining inventory control for DOL in Auditor's Office and sub-agents and filing copies of transactions for all Offices timely**

- Check inventory for one workstation at beginning of day and verify on computer.
- Operate computer after verifying office central location inventory at beginning of each day.
- Distribute accountable inventory to sub-agent and verify.
- Maintain accurate accountability of County inventory by inputting information into the computer.
- Analyze monthly printout of inventory and verify items issued and received for the month from Auditor's Office.
- File printout of inventory by the 18th of each month with certification of fact explaining any discrepancies.
- File copies of daily work for workstations and same for sub-agents in a permanent file.
- Prepare information from the files as requested by DOL, WSP, and law enforcement agencies.
- Ensure proper level of non-accountable inventory is maintained; order supplies or inform supervisor of insufficient levels.

**Responsible for finalizing all transactions and monies for workstation on a day-to-day basis and transmitting this information to Olympia**

- Secure office reports from DRIVES computer.
- Balance money and work at the end of each workday.
- Prepare work for shipment to Olympia.

**Maintain complete and updated voter registration records for Kittitas County**

- Apply federal and state laws (RCW and WAC) regarding regulation of voter registration in ongoing manner.
- Collect completed voter registration forms and assess information to determine if they vote in this county.
- Enter voter information into Local Voter Information Database.
- Scan voter registration forms into computers for use by county and state.
- Issue voter registration cards after all voter data has been verified in the VEMACs database.
- Retrieve voter registrations from online source.
    - Verify information will integrate into county EMS.
    - Make any necessary corrections to ensure complete accuracy when uploading voters' record
    - Capture signatures for use by county and state
    - Issue voter registration cards after all information has been entered into the VEMACs database.
- Record each date of voting on each voter's record to ensure continuity of registration.
- Run a variety of reports: missing signature, activity, archived, statistics, duplicate registration, failed identity, etc.
- Run reports for mailing lists, labels, and CD's for candidates, campaigns and districts.
- Answer and resolve any voter registration questions or concerns with voters, co-workers, districts, candidates, or campaigns.
- Cancel registered voters from VEMACs and remove cards from file drawers when they move out of county, pass away, at voters' request or do not vote in two (2) Federal Elections (if on inactive status).
    - Monitor various sites for death notices, obituaries.
- Process Incoming County to County Transfers:
    - Enter voter information into computer.
    - Scan voter registration forms into computers for use by county and state.
    - Issue voter registration cards after all voter data has been entered into the VEMACs database.
- Process Outgoing County to County Transfers:

- Scan returned postcard to voter's record.
- Forward returned postcard to new county.
- Monitor for Cancel status via state-wide Voter Registration Database.

- Accurately use a variety of maps for voter registration to ensure voters are placed into their correct precinct.
  - Ability to maintain confidentiality.
  - Process Undeliverable Ballots for address changes and updates.
  - Run NVRA notifications after processing.

**Assist in election processing & database programming**

- Maintain listing of qualified Election Vote Center Workers.
  - Periodically advertise for and screen applicants for vote center election staff.
    a. In newspaper
    b. On webpage
- Assign and supervise vote center workers for Lower & Upper County vote center sites, as needed.
- Resolve any election staff questions or concerns on or prior to Election Day relating to each specific election.
- Verify all needed supplies are compiled for Vote Center workers, based on list from Elections Procedure Manual.
- Issue ballots/ replacement ballots to voters – both active and inactive- upon request
  - By phone
  - In person
  - By email
- Retrieve incoming ballots from: inside ballot drop box, outside ballot drop box, mail
- Log method of incoming ballots.
  - Balance incoming ballots with processed signature envelopes
  - Maintain statistics log for incoming ballots
- Prepare and calculate incoming ballots for signature verification process, entering data into reconciliation report
- Verify each signature on every returned ballot envelope.
- Process incoming undeliverable ballots.
  - Assess if any are to be resent to voters.
- Take ballot boxes and supplies to the upper county prior to the election.
- Retrieve ballot boxes and supplies from Upper County after election on election night.
- Maintain retention log; properly dispose of election material based upon retention schedule.

**Direct candidates and junior taxing districts in regards to filing for office or holding special elections**

- Assist candidates' with completing candidacy form during filing week.
- Inform candidates of Public Disclosure filing requirement and sign prohibitions.
- Advise junior taxing districts of voter turnout requirements for passage of levy or bond elections or current voter population.

**OTHER FUNCTIONS**

- Assist with the planning, organizing, and retention of public records.
- Ensure compliance with relevant legislation and regulations related to records management.
- Assist in special projects as assigned by management.

*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
- One (1) year of relevant experience
- Must possess a valid Washington State Driver's License.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude applicants 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 taken into account.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Be proficient with computers, including Microsoft Office programs, and possess the ability to learn programs specific to the department and/or County quickly.
- Provide excellent customer service and handle difficult situations with ease, including use of proper phone etiquette.
- Process monetary transactions with accuracy.
- Utilize effective verbal and written communication skills, to include public speaking and the ability to comprehend and follow verbal/written instructions.
- Complete basic office procedures including data entry, assisting customers, etc.
- Work independently and support a team environment.
- Work quickly and efficiently to meet certain deadlines and make decisions.
- Maintain confidentiality.
- Maintain excellent public relations with a diverse population and in a variety of settings.
- Produce accurate work in an open environment with frequent interruptions and constant office-level noise.

**PREFERRED QUALIFICATIONS**

- Two (2) years' experience working in a similar position for a public agency.
- Previous experience providing friendly and efficient customer service.
- Previous training on the Public Records Act and/or Public Disclosure.

**WORKING CONDITIONS**

Work is generally performed in an office environment; duties are mostly sedentary, requiring sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push, and/or carry up to 25 pounds or 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 stand, walk, stoop, kneel, crouch, ascend/descend stairs, grasp, and reach with arms and legs.

Occasional travel is required for training opportunities and/or meetings; must be able to safely operate a motor vehicle in all levels of light and any type of weather. Safety regulations and policies must be adhered to at all times, including proper lifting/carrying techniques.

The work schedule is generally maintained during normal office hours, but does include variation such as extended shifts or weekends during election season. Reliable 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. Two (2) professional references and two (2) personal references
5. Supplemental Exam Answers

**SUPPLEMENTAL EXAM QUESTIONS**

1. What knowledge and/or experience do you possess that makes you the best fit for this position?
2. Why are you interested in working as a Deputy Auditor with the Kittitas County Auditor's Office?