



Kittitas County, Washington
Employment Opportunity

Situated in central Washington between the foothills of the stunning Cascade Mountains and the mighty Columbia River, Kittitas County residents enjoy limitless activities and recreation opportunities year-round. With over 200 days of sunshine each year, residents and visitors can enjoy activities including numerous golf courses, fishing and boating, horseback riding, cross country skiing, snowboarding, snow shoeing, snowmobiling, hiking, climbing, backpacking, and camping.

ADMINISTRATIVE ASSISTANT

The Administrative Assistant serves as the initial point of contact for members of the public who visit or contact the Commissioner's Office, and is responsible for providing administrative support to various boards/committees as assigned. Anyone who meets the qualifications stated below may apply.

This position is shared by two (2) staff members. Employees in this position may be required to perform any portion of the duties listed below; assignment will depend on current workload and staffing requirements.

Department: Board of County Commissioner's Office

Job-Type: Part-Time (30 hours/week)

Primary Work Location: Ellensburg, WA

Salary Range: \$2,698.50 - \$3,630.75 per month.

Application Deadline: This position will close at 5:00 PM on 9/26/2022.

PRIMARY DUTIES

Perform administrative duties for the Board of County Commissioner's Office

- Serve as initial point of contact for the public in a professional and courteous manner.
- Assist the public in locating, interpreting, and copying Commissioners' proceedings and supporting documents.
- Answer and route calls to appropriate staff or department.
- Screen and distribute messages and mail; process outgoing mail.
- Maintain filing systems and correspondence log; recommend ways to improve efficiencies.
- Maintain office supply inventory.
- Assist with scheduling Board appointments, meetings, and office calendar; notify press of any changes.
- Prepare professional correspondence as needed.
- Operate all office equipment; perform basic maintenance as needed and contact vendor if more in-depth service is required.
- Complete data entry tasks and assemble reports; produce emails, memos, and letters; utilize routine forms and recommend process improvements to the Clerk of the Board.
- Serve as back up to the Clerk of the Board and other support staff; assist with preparation of agendas; attend meetings in place of other staff; and prepare minutes.
- Assist with the intake and processing of requests for Public Records and act as the office's Public Records Officer.
- Assist with updates to office external website and internal office page.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
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- Assist with the preparation and presentation of training materials as needed.

Manage the operational needs of the Board of Equalization

- Coordinate and schedule hearing dates with BOE members; send out notification to the appellants.
- Assist the public with questions relating to the process of petitioning to the Board of Equalization.
- Collect and process petitions and disseminate information to the Assessor's office, BOE members, and appellants.
- Prepare documents, attend/record hearings, and follow up with Board Orders (minutes) upon the conclusion of the hearings.
- Maintain filing system for all petitions in accordance with the records retention schedule.
- Prepare and monitor BOE budget.
- Schedule and attend annual training.
- Prepare timesheets and Personnel Action Forms for BOE members.

Provide administrative support services to County Boards, Commissions, and Committees

- Schedule meeting locations, prepare and disseminate agendas and other related materials for meetings.
- Attend meetings and draft minutes; send minutes to commission/committee members for their review.
- Prepare notifications and press releases of the availability of grant applications and verify available funding with Auditor's Office.
- Collect grant application materials and submit to committee members for their review and recommendation for Board of Commissioners' consideration.
- Prepare and submit documents for the Prosecutor's review prior to submitting them to the Board of County Commissioners for action.
- Track quarterly reports and keep financial records.
- Track Board/Commission/Committee member term lengths and vacancies.
- Chair the Employee Input Committee (EIC); schedule and lead monthly meetings; draft minutes.
- Coordinate EIC events throughout the year including, but not limited to, the annual County vs. City Softball Game, Secret Santa, and the Halloween Contest.
- Create flyers and promotional communications; advertise EIC events to all County staff; track participation in events.
- Work with the HR Department and the Prosecutor's Office when necessary to ensure events are compliant with employment laws and do not create undue risk to the County.
- Create and publish the monthly EIC newsletter; distribute to County staff.

Perform document archival duties

- Track and monitor outstanding/missing documents from agenda sessions and ensure all documents have been fully executed by parties.
- Distribute documents that have been returned fully executed to appropriate departments.
- Organize and prepare agenda documents for final archiving (removing staples, clips, etc.).
- Monitor and process records that have met their retention in accordance with the Washington State Archives.
- File weekly correspondence logs and other misc. documents.
- Update and maintain office index system as required by State statute.
- Maintain daily office filing systems.

OTHER DUTIES

- Manage the Kittitas County wellness program; oversee current programs and develop new programs.
- Administer wellness events and programs to all eligible County staff.
- Create flyers and promotional communications; advertise wellness events to County staff; track program participation.
- Develop and purchase incentives and prizes for wellness programs participants who reach program goals.
- Monitor the wellness budget; receive and process funds from the County's benefits administrator.
- Develop and manage the County's wellness policy; make recommendations for changes/edits to the policy.
- Assist with communications and posts on social media as directed by the County Commissioners.

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.
- Two (2) years of experience in an office environment.
- An equivalent combination of education and experience which provides the knowledge, skills and ability necessary to perform the work required may be considered in lieu of 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 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.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of standard clerical and office procedures.
- Must possess strong time management skills and attention to detail.
- Proficient in use of computers including Microsoft Office programs and social media platforms, and the ability to learn department/County-specific programs quickly.
- Ability to maintain confidentiality at all times.
- Clear verbal and written communication skills.
- Ability to multi-task effectively and possess strong organizational skills.
- Ability to work effectively under pressure, meet deadlines and handle frequent interruptions.
- Ability to exercise good judgment as to when to act independently and when to refer situations to supervisors.
- Strong customer services skills, with the ability to interact with a diverse group of individuals and groups on a regular basis. Must also be able to handle dissatisfied, angry, or emotional customers/situations effectively.
- Must be self-motivated and possess the desire to produce high quality work.

PREFERRED QUALIFICATIONS

- Previous office experience.

- Previous experience utilizing professional communications and interpersonal skills.
- Previous experience in an environment that required a high standard of service to the public.
- Formal clerk training and /or experience in a clerk position.
- Previous experience with Public Disclosure and Records Retention.
- Social media/event coordination experience.

WORKING CONDITIONS

Work is primarily performed in an office setting with occasional need to work in outdoor or 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. Must be able to safely operate a motor vehicle in varied weather conditions and levels of daylight. Periodic travel will be required for ongoing training opportunities, and meeting attendance.

Work is typically scheduled within regular business hours, with some weekend and evening work as needed. Reliable attendance and punctuality are required.

Reasonable accommodation may be available 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 two (2) personal references
5. Supplemental exam answers

SUPPLEMENTAL EXAM QUESTIONS

1. This role involves frequent interactions with concerned citizens who may have strong opinions on a variety of topics. Please describe your experience working with customers and providing customer service to a diverse population.
2. What do you value in a work environment?
3. Why are you interested in joining the Kittitas County Commissioner's Office?