

Kittitas County, Washington
Employment Opportunity

Posted: 5/10/2023

Closes: Open Until Filled

ADMINISTRATIVE ASSISTANT

The Kittitas County Coroner's Office is currently seeking qualified candidates for the position of Administrative Assistant. This is a full-time, non-exempt, benefits-eligible, non-union position. The Administrative Assistant supports the day-to-day operations of the Coroner's Office by providing clerical, customer, and administrative assistance. Anyone who meets the qualifications stated in the job description is encouraged to apply. This position is considered open until filled with a first review after 5/19/2023. Candidates should apply as soon as possible for optimal consideration.

SALARY RANGE

\$3,598 - \$4,841 per month.

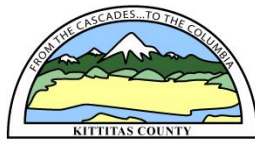
ESSENTIAL FUNCTIONS

Customer Service

- Assist a diverse customer base in person and by telephone; greet customers in a helpful, courteous manner; exhibit compassion and empathy for those dealing with tragedy.
- Refer callers to the appropriate personnel.
- Escort people to and from offices as needed.
- Schedule and prioritize workload daily.
- Process daily incoming and outgoing mail, utilize County postage meter following County regulations.

Support Duties

- Prepare and maintain department statics.
- Archiving & destruction of office-related documents according to the Secretary of State's Retention Schedule and the Coroner's Records Management Policies.
- Create and maintain destruction logs in accordance with policy.
- Assist in the recruitment process for all new departmental hires (may include scheduling and participating in interviews, administering skills tests, scoring applications, preparation of correspondence to candidates, and ensuring completion of documentation for HR).
- Maintain departmental Organizational Chart; submit change requests to HR.
- Assist with new employee orientations and assist with training documentation.
- Assist Coroner in ensuring all documentation is prepared for BOCC Agenda Sessions.
- Provide scheduling assistance for the Coroner, Chief Deputy Coroner, and on-call Deputy Coroners; post approved leave and training absences to shared calendar; update as needed to avoid gaps in coverage.
- Take minutes at staff meetings.



- Review and recommend updates to the coroner website; serve as primary point of contact for technology-related issues.
- Use CAMAS to submit requests for assistance with legal, technology, and maintenance issues.
- Maintain awareness of door & security at all times and report any concerns to the coroner.
- Contact Kittcom/911, Security, and use NetSupport Notify as needed or directed.

Financial Duties

- Assist with departmental purchases using the Purchasing Portal for purchase requests.
- Maintain office inventory; conduct audits, enter new purchases into FATS (Fixed Asset Tracking System), ensure assets are tagged as required by policy.
- Work with IT for any technology purchases and computer rotations.
- Prepare all Vouchers for payment of accounts payable before due date; track all Voucher expenditures against budget printout for each section of the department.
- Maintain accounts payable/voucher files for each year and manage records as appropriate.
- Communicate with vendors regarding errors in billing statements or past due notices; keep Coroner informed of any overdue notices.
- Prepare billings for reimbursement, i.e., grants and autopsies.
- Prepare deposits of EFT and cash/checks using the County Treasurer's receipt system.
- Communicate to Coroner any budget concerns, shortfalls or needs for Expense Correction Forms or Budget Amendments; prepare forms for Coroner review and signature.
- Review all staff time sheets and leave requests via NOVAtime and advise Coroner of accuracy and/or concerns; train new staff on proper timekeeping and leave policies, as well as proper expense reimbursement procedures; assist staff as needed.

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

- AA degree in business or accounting AND two (2) years of related office experience.
- Equivalent education/experience may substitute for the qualifications above at the discretion of the coroner.
- Must have a current and valid Washington driver's license.
- A criminal history and background check will be performed on qualified applicants. 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/ABILITIES

- Proficient computer skills, including Microsoft Office programs, and ability to quickly learn other programs specific to the position/department.
- Must maintain confidentiality.
- Clear verbal and written communication skills, including public presentations.
- Ability to take direction, both verbal and written, and perform work independently.
- Follow proper administrative, operational, and financial policies, procedures, and processes.



- 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 another staff member.
- Must be able to deliver courteous and professional customer service, with the ability to interact with a diverse group of individuals and groups, including those coping with loss.
- Must be motivated and possess the desire to produce high quality work.

PREFERRED QUALIFICATIONS

- Knowledge of the duties and requirements of a Coroner's Office in Washington State, BARS, and/or grant processes.
- Crisis intervention training.
- Previous experience working with individuals and families coping with loss and grieving.

WORKING CONDITIONS

Work is primarily performed in an office setting with the 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 more 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 always adhered to. Periodic travel will be required for ongoing training opportunities, and meeting attendance; must be able to safely operate a motor vehicle in varied weather conditions and levels of daylight.

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

Reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions.

BENEFITS

To learn more about the County's healthcare, retirement, and leave benefits, visit the Benefits page on the Kittitas County website: <https://www.co.kittitas.wa.us/hr/benefits.aspx>.

Application Process

Applicants must apply online using the electronic recruitment portal. As part of the online application process, the following items must be uploaded in PDF format:

1. Resume
2. Letter of interest for this position
3. Three (3) professional references and three (3) personal references
4. Supplemental exam answers



SUPPLEMENTAL EXAM QUESTIONS

1. What experience do you have providing customer service in person, over the phone, email, or through written mail?
2. What filing systems and confidentiality procedures are you familiar with?