



WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
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EMPLOYMENT OPPORTUNITY

Auditor's Office

Position: Part-Time Senior Office Assistant Receptionist
Salary Range: \$20.60 per hour to \$27.60 per hour, Starting Salary: DOQ, DOE
Location: Auditor's Office
Employment Type: Part-time up to 24 hours/week (could be up to 40 hours/week during election season); Courthouse Union
 Open Until Filled

Part Time Benefits Include:

- Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Brief Duties and Responsibilities: Perform specialized clerical, data entry and typing duties for one or more office procedures or functions and other related work. This is specialized office work that issues ballots, answers phone calls, filing, data entry of new voter registration applications, signature checking and ballot processing according to regulations set by the Secretary of State, and in accordance with State Law. This position requires considerable contact with the public, the application of human relations skills, and accurate work within a rapid pace of work environment. Supervision is provided by the Auditor, Chief Deputy, Election Supervisor and Voter Registration Coordinator.

Working Environment/Physical Abilities: Work is performed in an office setting. Must be able to lift up to fifty (50) pounds and sit for extended periods of time. Physical abilities required for this position are ones typically related to office operations; manual dexterity and visual acuity to operate personal computers and other office equipment; accessing file cabinets; and sufficient hearing and speech ability to communicate verbally.

Minimum Qualifications: High school diploma or equivalent. One (1) year of general clerical experience applicable to the work of the position or substituting, on a month for month basis, any combination of experience, education and training which would provide the level of knowledge and ability required. Valid driver's license required. Ability to obtain adopted certification standards.

Application: Walla Walla County application, resume and cover letter required.
SELECTION IS BASED ON QUALIFICATIONS, ORAL INTERVIEW, BACKGROUND CHECK AND DRIVING RECORD CHECK.

**Walla Walla County
Position Description**

JOB TITLE: Senior Office Assistant/Receptionist

DEPARTMENT: Auditor's Office

REPORTS TO: Auditor, Chief Deputy Auditor, Supervisor of Elections, and
Elections/Voter Registration Coordinator

PAY GRADE: 2, Part-time, up to 24 hours/week (could be up to 40 hours/week during
election season,); Benefits Do Not Apply, Courthouse Union.

JOB SUMMARY: Perform specialized clerical, data entry and typing duties for one or more office procedures or functions and other related work. This is specialized office work that issues ballots, answers phone calls, filing, data entry of new voter registration applications, signature checking and ballot processing according to regulations set by the Secretary of State, and in accordance with State Law. This position requires considerable contact with the public, the application of human relations skills, and accurate work within a rapid pace of work environment. Supervision is provided by the Auditor, Chief Deputy, Election Supervisor and Voter Registration Coordinator.

SUPERVISORY RESPONSIBILITIES: Supervision is not the responsibility of this position.

ESSENTIAL FUNCTIONS:

- Issues ballots, data entry, answering multi-line phone calls, ballot processing, filing.
- Enters data with accuracy into Voter Registration Data Base.
- Interacts with public to meet Voter Registration and Election requests/needs.

EXAMPLE OF DUTIES:

- Filing, phones, data entry.
- Operates various office equipment including computers, adding machines, copy machines and related equipment.
- Refers callers to proper sources.
- Maintains various departmental, fiscal, and other office records according to standard procedures.
- Answers inquiries from the public and provides forms and documents.
- Assist in other Auditor's Offices functions as need arises.

EQUIPMENT TO BE USED: Work normally requires the operation of a variety of office equipment including but not limited to adding machines, copy machines, computer terminals, calculators, and other assigned equipment where both speed and accuracy are necessary to contribute to proper operations and efficient service to the general public.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Work is performed in an office setting. Must be able to lift up to fifty (50) pounds and sit for extended periods of time. Physical abilities required for this position are ones typically related to office operations; manual dexterity

and visual acuity to operate personal computers and other office equipment; accessing file cabinets; and sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Knowledge of general office practice and procedures.
- Knowledge of business English, spelling, and arithmetic.
- Ability to make mathematical computations and tabulations accurately and with reasonable speed.
- Ability to work independently.
- Ability to establish effective working relationships with other employees.
- Ability to understand and apply guidelines to varied operational requirements, and to follow oral and written instructions.
- Ability to communicate with the public in a pleasant and courteous manner.
- Ability to learn and follow office methods, rules, and policies.
- Ability to maintain a neat and orderly work area.

EDUCATION AND EXPERIENCE: High school diploma or equivalent. One (1) year of general clerical experience applicable to the work of the position or substituting, on a month for month basis, any combination of experience, education and training which would provide the level of knowledge and ability required.

LICENSES AND OTHER REQUIREMENTS: Valid driver's license required. Ability to obtain adopted certification standards.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

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