Whitman County Human Resources

400 N. Main Street • Colfax, WA 99111
(509) 397-5242 • FAX (509) 397-6355 • www.whitmancounty.org

JOB ANNOUNCEMENT
TEMPORARY JOB POOL

POSITION:	OFFICE ASSISTANTS - Temporary Pool
HOURLY RATE:	$9.19 - $10.50 per hour depending on skill level, knowledge and experience required.
UNION STATUS:	Not applicable – temporary position
TO APPLY:	Whitman County Human Resources 400 N. Main Street Colfax, WA 99111 (509) 397-6205
LOCATION:	Whitman County
CLOSING DATE:	Whitman County is establishing a pool of office assistants to be employed on a temporary or as needed basis to cover staff absences or seasonal workloads. Due to the nature of the position, work hours cannot be guaranteed. Applications remain current for 6 months from date received.
SELECTION PROCESS:	Applicants must submit a signed Whitman County application form for each position. The applications will be reviewed and evaluated to determine applicants invited for an interview.
TO QUALIFY:	See attached illustrative example of duties and requirements.

In Compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

WHITMAN COUNTY IS A SMOKE-FREE WORK PLACE
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
AMERICAN WITH DISABILITY ACT
Persons requiring accommodation should advise of that need

OFFICE ASSISTANT – TEMPORARY POOL

BASIC PURPOSE
Whitman County is establishing a pool of office assistants to be employed on a temporary or as needed basis to cover staff absences or seasonal workloads. Due to the nature of the position, work hours cannot be guaranteed.

NATURE OF WORK
This is responsible office support work performed on an as needed basis in various County departments. The Human Resources Office will contact person(s) in the temporary pool to cover staff absences or assist with seasonal workloads. Persons in this position will have contact with the public and other county departments. Work normally requires the operation of a variety of office equipment and other assigned equipment where both speed and accuracy are necessary to contribute to proper office operations and efficient service to the public. Work is performed in an office setting.

ESSENTIAL FUNCTIONS
Answer the telephone; direct calls to proper person; transfer calls; take messages; greet the public; communicate using verbal and listening skills; file alphabetically and numerically; type; prepare outgoing mail; operate copy machine, fax machine, calculator, and typewriter.

NON-TECHNICAL ESSENTIAL FUNCTIONS
Establish and maintain effective working relationships with co-workers and the general public; work independently; perform several tasks at once; attention to detail and follow through; organize and prioritize work; follow stated oral and written directions; maintain confidentiality.

SUPERVISION EXERCISED AND RECEIVED
Supervision is not a normal responsibility of positions of this class. General direction is provided by the department head or professional staff.

EXAMPLES OF DUTIES
Answer the telephone and direct calls to appropriate person; take written messages.
Greet the public.
Type and prepare correspondence and other documents as directed.
File information alphabetically and numerically.
Process outgoing mail.

SELECTION CRITERIA
Knowledge, Skills and Abilities
Demonstrated ability to perform the essential job functions and non-technical essential functions.

EXPERIENCE, EDUCATION AND TRAINING
Six (6) months of general clerical experience including receptionist duties, answering telephones, filing, and some typing.