

Job Family Descriptions

00. Elected Official – WC 000

A position filled through public election and charged with carrying out some portion of a government's responsibilities.

1. Financial Specialist IV – WC 1 AWC 512

Supervise support staff in assigned fiscal activities including planning, coordinating and determining of methods and procedures to be utilized in the maintenance of controls, records and reports. With delegated authority, interview and recommend selection of applicants, conduct training, assign and schedule work, act upon leave requests, conduct annual performance evaluations and recommend disciplinary action. Supervise staff in accounting, budgeting, cashiering, payroll and purchasing, etc. Performs complex accounting/fiscal duties. Performs all the duties of a Financial Specialist IV; Interpret fiscal policy; coordinate fiscal operations; review and verify work for procedural compliance and accuracy; investigate discrepancies; correct errors; Coordinate computer input processed in a variety of software applications; maintain records, authorize changes; compile periodic reports for fiscal activities; may be responsible for a variety of processes related to treasury maintenance and processes. Ability to review organizationally entered into contracts for financial and fiscal requirements. Monitors said contracts for future reporting and financial activity requirements.

2. Accounting Clerk – WC 2 AWC 245

Performs basic posting, filing and calculating duties. May assist in the preparation of financial reports, memoranda, and the monthly closing of the books as required. Operates within established department policies and procedures and within a limited section of the accounting function, such as accounts payable, accounts receivable or utility accounting.

3. Administrative Secretary – Senior – WC 3 AWC 230

Independently performs a variety of responsible secretarial and administrative duties typically required by a department head. Requires an advanced ability to use office software and extensive knowledge of the department's services, policies, and practices. Types, proofreads, and edits content of documents; schedules meetings. Using initiative and independent judgment, relieves superior of administrative details. May direct the work activities of lower classified clerical employees. Typically requires 3-4 years experience.

4. Appraiser – WC 4 AWC 735

Performs residential appraisals for valuation purposes in accordance with Washington State statutes, conducting sales data analysis and research and annual adjustment. Prepares and presents assessor's responses to petitions to the Board of Equalization and the

State Board of Tax Appeals. Typically requires a four year degree and 3-5 years experience plus accreditation by the Washington State Department of Revenue.

5. Attorney – WC 5 AWC 760

Prepares criminal cases for trial; prosecutes offenders in superior, district and juvenile courts; reviews complaints filed by arresting officers. Reviews and examines evidence, interrogates witnesses, prepares trial briefs and completes trial preparation; investigates the scene of the crime. Researches legal problems. Typically requires a law degree from an accredited law school, 3-4 years experience, and membership in the Washington State Bar.

7. Building Inspector – WC 7 AWC 580

Inspects residential and commercial buildings in the process of construction, alteration or repair for compliance with code requirements, application of safe construction practices and other regulation or ordinances. May have additional duties enforcing mechanical, plumbing, electrical, and energy codes. In smaller jurisdictions, may issue permits and collect fees. Typically requires 2-3 years experience and certification as a building inspector.

8. Cashier – WC 8 AWC 290

Receives incoming cash and checks from citizens, such as property taxes, license fees, or traffic fines. Counts money to verify amounts and issues receipts for funds received. Compares total on cash register with amount of currency in register to verify balances. Endorses checks and lists and totals cash and checks for bank deposit. May include other clerical duties such as data entry, filing, and posting. Typically requires some general office and cashiering experience.

9. Chief Civil Deputy - Emergency Services – WC 9

Directs the sheriff's civil functions. Coordinates the warrant function of the Sheriff's Office. Assists the sheriff as his/her administrative assistant. Prepares the sheriff's department, boat safety, drug enforcement and work study payroll. Directs the sheriff's gun permit and weapon purchase process. Performs general office duties according to modern office procedures. Coordinates the sheriff's search and rescue responsibilities.

10. Entry Level Clerical - Office Assistant – WC 10 AWC 200

Performs a variety of routine clerical duties including typing and word processing, filing, answering phones, and distributing mail, following specific procedures under the close direction of a higher-level employee. Operates a variety of office machines, including photocopier, fax machine, and postage equipment. Uses a personal computer to enter, retrieve, and verify standard data. Typically requires minimal general office experience.

11. Journey Level Clerical – Office Specialist/Technician – WC 11 AWC 210

Performs a variety of the more complex and diverse clerical or administrative support work based on a knowledge of specialized functional or department procedures. Performs varied clerical, statistical, data gathering and compilation, typing and/or word processing duties. May independently compose routine correspondence, prepare reports. Requires some independent judgment, interpretation, or analysis of data, policies, and procedures. Typically requires 3-4 years experience.

12. Community Dietitian – WC 12

Plans, organizes, coordinates, and evaluates nutritional component of health care services for an organization. Develops and implements plan of care based on assessment of nutritional needs and provides follow-up continuity of care. Educates individuals and families about proper nutritional practices, diet, and food selection. Adapts teaching plans to fit each individual's life style. Provides consultation to, and works with, community groups. Conducts, or participates in, in-service education programs. Consults with professional staff and supporting personnel of own and related organizations. Plans, conducts, and evaluates dietary studies. Participates in nutritional and epidemiological studies which have a nutritional component. Evaluates food service systems. Makes recommendation regarding the conformance level that will provide optimal nutrition and quality food. May be employed by a public health agency and be designated as a Nutritionist.

13. Community Health Educator – WC 13

Plans, organizes and directs health education programs for group and community needs. Conducts community surveys and collaborates with other health specialists and civic groups to ascertain health needs. Develops desirable health goals and determines availability of professional health services. Develops and maintains cooperation between public, civic, professional, and voluntary agencies. Prepares and disseminates educational and informational materials. Promotes health discussions in schools, industries and community agencies. Plans for, and provides, educational opportunities for health personnel.

14. Community Health Nurse – WC 14 AWC 597

Performs experienced and professional community health nursing work. Implements community health programs. Develops and implements health care programs and exchanges information with physicians and other health care providers. May exercise partial supervision over other community nurses and act as team leader or project coordinator. Typically requires BS degree in nursing with coursework or experience in public health nursing.

15. Computer Support Specialist – WC 15 AWC 585

Provides user support, technical assistance and training to desktop computer users and performs routine maintenance to computer systems. Installs hardware and software, diagnoses problems, and determines corrective action. Serves as first contact for users experiencing computer problems. Works independently with little supervision, refers complex problems or network problems to

higher level employees. May support computerized telephone systems. Typically requires a two year degree and two years experience.

16. Corrections Officer – WC 16 AWC 370

Guards inmates of the jail to maintain public peace and order. May receive, receipt, and safeguard inmate property.

17. Counselor - Chemical Dependency – WC 17

Counsels and aids individuals and families requiring assistance with substance abuse problems such as alcohol or drug abuse. Interviews clients, reviews records, and confers with other professionals to evaluate condition of client. Formulates program for treatment and rehabilitation of client. Writes and conducts ongoing reviews and updates treatment plans as appropriate throughout the treatment process. Counsels clients and their family members and helps them to overcome substance abuse dependency. Monitors condition of clients to evaluate success of therapy and adapts treatment as needed. Prepares and maintains reports and case histories. Formulates and conducts programs to promote prevention of alcohol and drug abuse.

18. Counselor - Mental Health – WC 18

Work with adults, children, and families who have serious chronic acute mental illnesses. Interviews clients to gather the necessary history and testing data. Diagnoses problems and monitors clients' symptoms of mental illness and side effects of medications. Develops and implements treatment plans for clients and evaluates effectiveness of treatment. Informs clients as to availability of services and options for treatment. Prepares an overall plan for treatment of the individual.

19. Court Administrator – WC 19 AWC 680

Plans, organizes, and direct all administrative, non-judicial activities of the district court, including scheduling court activities, might supervise staff, assisting with budget development, and administering court policies, procedures, and budget. Requires thorough knowledge of legal process, technology, rules and statutes as they apply to court functions. Typically requires a four year degree and 3-5 years experience.

20. Custodial Worker – WC 20 AWC 475

Performs entry-level work of a general custodial nature including mopping, dusting, sweeping, vacuuming, emptying waste baskets, washing windows, walls and woodwork, changes light bulbs and unplugs drains, and cleans walks, driveways or grounds. Work may involve the use of mechanical equipment in stripping, waxing or washing floors. Employee works from specific instructions and assignments and is expected to perform duties independently. Typically requires minimal experience.

21. Deputy Sheriff – WC 21 AWC 305

Performs a full range of field and/or office law enforcement work including patrol and investigation. Excludes corporals, senior deputies, or other classifications with a different pay range.

23. Director of Facilities Maintenance – WC 23 AWC 612

Manages county’s facilities maintenance program, including cleaning, maintenance, repair, and remodeling of county buildings, and heating, ventilation and air conditioning. Typically requires five years experience, including some supervisory experience.

24. Director of Health & Nursing Services – WC 24 AWC 628

Plans, organizes and directs activities of the nursing services division of the county health department. Develops programs to deliver public health services to individuals and communities. Accountable for nursing program services. Responsible for the full range of management activities. Typically requires a four year degree and five years experience, including some supervisory experience, plus Washington State license as a registered nurse.

25. Director of Public Works – WC 25 AWC 645 647

Plans, organizes, directs, and controls the functions of the Public Works Department. Develops and implements policies, procedures and practices to provide services in engineering, building inspection, equipment maintenance, streets/road and storm drainage maintenance, traffic control, and water and sewer treatment. May serve as county engineer. Typically requires a minimum of a four year degree and 5-8 years experience, including some management experience, and reports to the Board of County Commissioners.

26. Elections Supervisor – WC 26 AWC 780

Plans, organizes directs and controls elections and voter registration activities, ensuring compliance with state and federal laws. Participates in training election workers and advises local election officials. Directs workers engaged in printing ballots and conducting censuses, elections and referendums. Supervises maintenance of voter registration and other election records. Typically requires 3-5 years experience, including some supervisory experience.

27. Engineering Technician – Journey – WC 27 AWC 560

Performs a variety of technical civil engineering design, drafting, survey and construction inspection work under the supervision of a senior engineering technician or civil engineer. Maintains records, prepares maps and sketches, and researches records, maps and data to obtain engineering data. Responds to questions from property owners and the general public. May act as rod or chain worker. Typically requires a two year degree and 2-3 years experience. Excludes engineers.

28. Environmental Health Specialist – WC 28 AWC 598

Performs environmental health work enforcing laws, codes, ordinances and resolutions by conducting surveys, on-site reviews, and inspections of facilities. Work is performed independently within an assigned geographical area enforcing the full range of environmental health programs. Involves considerable public contact requiring both tact and diplomacy. Typically requires a four year degree and 2-3 years experience plus Washington State registration as a sanitarian.

29. Fair Manager – WC 29 AWC 675

Plans, organizes and manages all operations of the county fairgrounds and facilities, including managing the annual county fair and other county-sponsored events and managing facility rentals for outside events, developing budget, and working with fair board and citizens. Typically requires a four year degree and four years of experience, including some supervisory experience.

30. Heavy Equipment Operator – WC 30 AWC 440

Utilizes heavy equipment to accomplish difficult and complex installation, repair and maintenance work on streets/roads, utilities or park divisions. Operates equipment such as power shovels, bulldozers asphalt paving machines, snowplows, and larger rollers, graders and front-end loaders. Typically requires three years experience.

31. Juvenile Detention Attendant – WC 31 AWC 765

Provides for the physical safety and care of juveniles assigned to a secure detention facility. Maintains security and records activities of juveniles in custody in accordance with established procedures. May prepare meals and clean facilities. Typically requires one year of experience working with juveniles.

32. Maintenance Worker-Journey – WC 32 AWC 420

Performs the more complex troubleshooting, installation, repair and maintenance work of the streets/roads, utilities or parks divisions, requiring the application of considerable knowledge of departmental equipment, facilities and operations and use of a wide variety of equipment. Proficiently operates equipment such as dump trucks, vacuum sweepers, backhoes, grinders, and roadside mowers. May occasionally operate heavier equipment. Typically requires 2-3 years experience. Excludes supervisors.

33. Map Segregationist – WC 33 AWC 755

Processes and analyzes deed and other conveyance instruments for real property to verify legal descriptions and ownership and make appropriate adjustments to the assessor's records. Segregates property, composes legal descriptions, computes acreage and values, and drafts changes on maps. Investigates and responds to inquiries or service requests from property owners, title companies, lending institutions, and other agencies. Typically requires a two year degree and one year of experience.

34. Heavy Equipment Mechanic – WC 34 AWC 450

Inspects, diagnoses, overhauls, repairs and maintains gasoline, diesel and mechanical equipment and machinery such as backhoes, graders, automobiles, dump trucks, pumps, generators and air compressors. Removes, disassembles and overhauls transmissions. May do some arc and gas welding and fabricate parts, frames and other related items. Typically requires completion of vocational training program and three years experience.

37. Personnel Analyst – WC 37 AWC 595

Journey-level professional responsibilities such as recruitment/selection, classification, labor relations, training, and benefits administration. Provides guidance to management and employees on various human resources issues requiring knowledge of personnel laws and procedures. Performs detailed research and statistical analysis. May serve as civil service examiner, ADA coordinator, or coordinator of wellness and safety programs. Typically requires a four year degree and two years experience.

38. Planner – Senior – WC 38 AWC 530

Researches and analyzes technical data to apply planning and zoning regulations to complex and/or highly sensitive development, construction, and land use issues. Supervises short-term and long-range planning programs and projects. Participates in the formulation of departmental goals and objectives. Provides staff support to a variety of planning boards, commissions, and committees. May supervise lower-level employees. Typically requires a four year degree and four years experience.

39. Probation Counselor – WC 39 AWC 770

Performs professional probation work at the fully-skilled level; exercises initiative in making decisions; makes social history investigations and analyses; develops plans for treatment; presents reports and recommendations to the courts. Supervises, counsels, and guides adults or wards of juvenile court through personal, field and official contacts. Typically requires a four year degree and two years experience.

40. Program Analyst – WC 40

Supervises support staff involved in the performance of duties associated with a highly specialized or technical program(s). Coordinates the operation of a specialized or technical program(s). Acts as a liaison between the program and outside organizations. Under general direction, performs work using knowledge and experience specific to the program. Devises and implements new procedures and exercises independent judgment in interpreting and applying rules and regulations. Independently advises program participants and/or public regarding program content, policies, procedures and activities. Selects and/or recommends alternative courses of action.

42. Records - Vital/ Legal/ Medical – WC 42

Provides direct assistance to department personnel in the use of standard filing and indexing systems and related equipment and supplies. Assists higher-level management in the analysis and implementation of records management systems. Specializes in one or more areas (i.e. financial records, legal records, patient records, etc.). Assists in the analysis of filing systems and in the design of alternative systems to meet specialized office filing requirements. Assists in the development of records retention and essential records schedules. Aids in the identification and description of records series. Assist in the development of an institutional uniform filing system. Identifies system areas requiring elaboration and/or refinement.

43. Secretary – Legal – WC 43 AWC 280

Performs legal secretarial and administrative support to one or more attorneys. Transcribes legal correspondence, contracts, agreements, and other documents. Assures that legal notices and other forms are prepared and processed to meet legal requirements and deadlines. Work is often confidential in nature and performed under general and infrequent supervision. Typically requires some specialized legal secretarial training and three years experience.

44. Sign Technician – WC 44

Installs and inspects all traffic control devices on county roads. Itemizes, on a continuous basis, all traffic control devices and maintains inventory of signs in shop. Inspects roadways for hazards and determines advisory speeds for roadways. Investigates accident locations to determine if signing was appropriate. Operates tandem truck and various hand and power tools. Maintains CDL for emergency countywide snow removal. Interprets highway signing and sign fabrication manuals. Operates and maintains sign fabrication machines and diagnoses machine and fabrication malfunctions and corrects problems. Designs detours and closures and distributes warning signs on all construction projects.

45. Street/Road Superintendent – WC 45 AWC 620

Plans, organizes and directs the street maintenance and repair functions of the public works department. Accountable for cleaning, repair, maintenance and construction of the streets/roads and storm drainage system. Administers the effective and efficient use of personnel, funds, materials, etc. to ensure public safety on serviced roads. May be assigned to a particular district. Typically requires 5 years experience, including some lead worker or supervisory experience.

46. Supervisor - Field (Working Foreman) – WC 46 AWC 605

Directly supervises the work activities of crew(s) in the streets/roads/parks/utilities departments. Typically reports to a mid management level superior (division head). Plans and schedules work operations and employee assignments. Makes effective recommendations to hire, fire, transfer and discipline employees. This is a first line supervisory position. Typically requires 3 to 4 years experience in maintenance specialty area and related professional certifications.

47. Supervisor – Office – WC 47 AWC 600

Directly supervises the work activities of small staff (typically 2-7 individuals) in an office support function such as bookkeeping, word processing, administrative support or a general clerical pool. Plans and schedules work operations and employee assignments. Makes effective recommendations to hire, fire, transfer and discipline employees. This is a first-line supervisory position. Typically required some college-level coursework and five years administrative support experience.

48. Systems Analyst/Programmer/Network Manager – WC 48 AWC 590

Performs both systems analysis and programming tasks for complex computer systems. Confers with city departments to assess needs, analyze existing systems, and recommend modifications or development of new systems. Develops design specifications and designs, codes, tests, debugs, documents, and maintains those programs. Works with little or no supervision. May lead and/or train employees in lower level information systems job classifications. Typically requires a four year degree and 3-4

49. Undersheriff – WC 49 AWC 360

As second in command, this position assists the sheriff in the supervision of all operational, criminal, and civil law enforcement activities in the Sheriff's Department.

50. Sergeant – WC 50 AWC320

Directs and instructs deputy sheriffs on an assigned shift. Develops shift work schedules, makes assignments of officers, assures coverage for absences, and monitors performance of subordinates to assure effectiveness. This is a first-line supervisory position.

51. Accounting Clerk – Journey – WC 51 AWC 250

Performs at a fully-skilled level a variety of responsible duties to prepare and maintain, and reconcile accounting, budget and other fiscal records and data. Classifies and codes entries and transactions in accordance with BARS or other procedures. May specialize in portions of the accounting function such as utility accounting, LID accounting or accounts payable. Typically requires a two year degree and 2-4 years experience.

52. Building Permit Specialist – WC 52 AWC 575

Performs technical and administrative duties that support building department functions. Accepts permit applications and reviews them for completeness and errors. Accepts, reviews, and issues permits for simple permit applications. Answers questions about building codes and provides copies of plans, maps and other documents to customers. May perform simple plan review. May include limited clerical work. Typically requires two years experience.

53. Clerk of the Board – WC 53 AWC 235

Manages the daily operations of the commissioners' office, including scheduling official meetings and ensuring proper public notice and coordinates preparation of board agendas. Documents official actions and directs the preparation of minutes and follow-up materials from meetings and hearings of the Board of County Commissioners.

54. Court Clerk – WC 54 AWC 215

Performs specialized clerical work in support of district or superior court operations, including preparation and maintenance of court records. Coordinates court docket and provides related secretarial services for the court. Typically requires 1-2 years of general secretarial/clerical experience.

55. Director of Parks (PFBMPHDS) – WC 55

Plans, organizes, directs and controls the functions and activities of the Parks, Fair, Building Maintenance, Public Health, and Developmental Services departments. Accomplishes the development, construction, restoration and maintenance of parks, cemeteries, fairs, recreational facilities, and recreation programs. Reports to the chief administrative officer or county commissioners.

56. Engineer – Journey – WC 56 AWC 540

Applies civil engineering principles and practices in the preparation of plans, specifications and estimates related to the design, construction and maintenance of public works projects, within established civil engineering practices and procedures. Works on routine projects or specific areas of more complex projects, under the supervision of a senior or project engineer. Typically requires a four year degree and 2-3 years experience.

57. Environmental Health Director – WC 57 AWC 626

Plans, organizes, and directs activities of the environmental health division of the health department. Develops programs to ensure compliance with environmental health standards and methods of disease prevention. Responsible for the full range of management activities. May conduct some field investigations. Typically requires a four year degree and five years experience, including some supervisory experience, plus registration as a sanitarian.

58. Finance Director – WC 58 AWC 635

Plans, organizes, directs, and controls the functions of the finance department and serves as organization's chief financial officer. Develops and implements policies, procedures and practices for the organization's financial systems, purchase and investment of jurisdiction's funds. May also be accountable for information technology function. Typically requires a minimum of a four degree and 5-8 years experience, including some management experience.

59. Human Resources Director – WC 59 AWC 660

Plans, organizes, directs and controls the functions of a human resources department. Develops and implements policies, procedures and practices for a range of personnel functions, including staffing, training and development, workplace safety, wage/salary and benefits administrations, equal employment opportunity, labor relations, and employee services. May be

responsible for civil service activities. Typically requires a minimum of a four year degree and 5-8 years experience, including some management experience. Reports to the Board of County Commissioners.

60. Juvenile Services Director – WC 60 AWC 670

Plans, organizes, directs, and controls the functions of the juvenile court, including crime prevention, detention, counseling and probations functions. Responsible for the full range of management activities, including policies and procedures, budgeting, personnel, and work programs. Serves as chief advisor to superior court judges on juvenile matters. Typically requires a four year degree and five years experience, including some supervisory experience.

61. Payroll Clerk – WC 61 AWC 270

Performs accounting and calculations tasks necessary to process payroll and associated reports and tax filings using an automated system. Applies state and federal law and contract provisions related to payroll, and salary and benefit plans to calculate overtime rates and other variations to pay; maintains accounting of all leave balances. Responds to employee inquiries regarding calculations pertaining to paychecks. Typically requires a two year degree and two years experience.

62. Planner – Journey – WC 62 AWC 520

Researches and analyzes technical data to apply planning and zoning regulations to development, construction, and land use issues. Provides technical assistance to the public and other agencies. Assists senior planning staff with complex cases. May provide staff support to a variety of planning boards, commissions, and committees, and presents reports and recommendations to them. Typically requires a four year degree and 2-3 years experience.

63. Records Clerk – Law Enforcement – WC 63 AWC 302

Performs a variety of specialized clerical duties to support Sheriff's Office operations. Maintains and updates computerized records, issues permits and licenses, prepares reports. May receive crime and citizen reports and respond to requests for routine police information from the public. May process, identify and record found property and case evidence.

64. Senior Engineer – WC 64 AWC 550

Serves as project leader and applies civil engineering principles in the preparation of plans, specifications and estimates related to the design, construction and maintenance of public works projects. Oversees assigned projects to ensure contractor compliance with time schedules and budget. May make effective recommendations to hire, fire, transfer and discipline employees. Typically requires a four year degree and 4-5 years experience.

67. Administrative Supervisor – WC 67

Performs a variety of complex and supervisory duties over work performed by other office supervisors and/or staff performing substantive paraprofessional work under the guidance of a non-supervising professional; performs the most complex or technical office support duties; and responds to the most difficult issues.

68. Assistant Finance Director – WC 68

Assists the chief financial officer in planning, organizing, directing, and controlling the functions of the Finance Department. Performs complex professional level accounting activities; tracks financial activities; develops policies and procedures to ensure compliance with laws, rules and regulations; tracks and analyzes revenues and expenditure accounts; and acts as a lead and/or supervisor to professional staff. May report to the Finance director or equivalent.

69. Bridge Supervisor – WC 69

Plans and coordinates the activities of the bridge division. Directly supervises the work activities of the bridge crew. Typically reports to a mid-management superior. Plans and schedules work operations and employee assignments. Makes effective recommendations for personnel actions. First-line supervisory position.

70. Building Maintenance Worker – WC 70

Performs repair, maintenance, and janitorial work in and around assigned county buildings and facilities. Performs work of a general custodial nature including mopping, dusting, sweeping, vacuuming, washing windows, changing lights, unplugging drains, and cleaning walks/driveways. Performs minor plumbing, carpentry and electrical repairs. Working from specific instructions performs duties independently. Excludes supervisory positions and those positions involving mechanical repair work.

71. Chemical Dependency Supervisor – WC 71

This is a supervisory position that monitors, advises, and administers the chemical dependency division. Also counsels and aids individuals and families requiring assistance with substance abuse problems such as alcohol or drug abuse. Interviews clients, reviews records, and confers with other professionals to evaluate condition of client. Formulates program for treatment and rehabilitation of client. Writes and conducts ongoing reviews and updates treatment plans as appropriate throughout the treatment process. Counsels clients and their family members and helps them to overcome substance abuse dependency. Monitors condition of clients to evaluate success of therapy and adapt treatment as needed. Prepares and maintains reports and case histories. Formulates and conducts programs to promote prevention of alcohol and drug abuse.

72. Chief Deputy Prosecutor – WC 72

Performs felony and misdemeanor trial prosecution, negotiates guilty pleas, and supervises the misdemeanor department and other office staff at the Prosecutor’s discretion. Assists and represents the Prosecutor in court, in the office, and with other departments and agencies. Advises County departments as the Prosecutor’s designee or in his/her absence.

73. Corrections Sergeant – WC 73

Directs and instructs corrections officers on an assigned shift. Develops shift work schedules, makes assignments of officers, assures coverage for absences, and monitors performance of subordinates to assure effectiveness. This is a first-line shift supervisory position. This job excludes those persons having arresting authority.

74. Health and Nursing Services Director – WC 74

Plans, implements and directs the activities of the clinical services division of the Public Health Department. Selects, trains, evaluates, and disciplines staff. Writes and manages clinical related policies. Acts as a liaison to the public and Board of Health providing updates, education, assessment and recommendations. Provides assessment and recommendations for public disease prevention and mitigation. Prepares and manages the clinical division budget. Works independently under the Public Health Administrator and may act as the Administrator in his/her absence.

75. Director of WCCS – WC 75

Plans, organizes, directs and controls the functions of the Whitman County Counseling Services department providing mental health and chemical dependency services.

76. Facility Commander – WC 76

Supervises the operational activities of the County jail. Plans, implements, coordinates, and directs jail programs and staff.

77. Fleet Operations Manager – WC 77

Plans and coordinates the repairing and servicing of County road maintenance equipment. Directly supervises the work activities of the shop staff. Plans and schedules work operations and employee assignments. Makes effective recommendations for personnel actions.

78. Lead Parts Worker – WC 78

Coordinates the purchase of auto/construction equipment parts and supplies, maintains inventories, prepares labor and cost reports, and maintains the fleet management program.

79. Maintenance Coordinator – WC 79

Responsible to the Public Works Director for the management and coordination of all County road districts, bridges, countywide crews and employee training and other integral programs and operations. Responsibilities for countywide road equipment operation, bridge and sign maintenance and day labor construction operations.

80. Mental Health Supervisor – WC 80

This is a supervisory position that monitors, advises, and administers the mental health division. Also works with adults, children, and families who have serious chronic acute mental illnesses. Interviews clients to gather the necessary history and testing data. Diagnoses problems and monitors clients' symptoms of mental illness and side effects of medications. Develops and implements treatment plans for clients and evaluates effectiveness of treatment. Informs clients as to availability of services and options for treatment. Prepares an overall plan for treatment of the individual.

81. Nursing Supervisor – WC – WC 81

This is a supervisory position that monitors, advises, and administers the nursing division. Also performs experienced and professional community health nursing work requiring independent judgment and full knowledge of modern nursing procedures and practices. Employee will typically assume responsibility for nursing services in such areas as general public health, school health, maternal child care services, home health care services, AIDS education, and substance abuse programs. Work involves considerable contact with the community on an individual basis and frequently, during clinics, on a group basis. Develops and implements health care programs and exchanges information with physicians and other health care providers. May exercise partial supervision over other community nurses and act as team leader or project coordinator for public health programs.

82. Office Coordinator – WC 82

Performs more complex office support activities, evaluates and responds to difficult inquiries, complaints and problems, coordinates major departmental functions, and/or serves as a lead to lower level office support staff.

83. Operations Coordinator – Parks – WC 83

Responsible for the operation, maintenance and security of County Parks. Assists in planning the general repair, painting, and maintenance work of the parks. Work involves considerable contact with the public. Work requires the use of field equipment such as hand tools, trucks, riding lawn mowers, and wheel tractors. Works with the Park Board and Supervisor regarding the preparation and maintenance of the parks. May also assist in planning, administering, and participating in recreation programs; presenting interpretive programs, nature walks, evening slide/tape programs; supervising the maintenance and repair of all county park facilities, grounds, and equipment.

84. Operations Manager – S.W. – WC 84

Plans and coordinates the solid waste operations, projects and programs. Directly supervises the work activities of the landfill staff. Plans and schedules work operations and employee assignments. Makes effective recommendations for personnel actions.

85. Public Health Professional – WC 85

Performs experienced and professional community health nursing or environmental health work requiring independent judgment and full knowledge of modern procedures and practices. Employee will typically assume responsibility for nursing services or environmental health services for the county. Work involves considerable contact with the community on an individual and group basis. Typically requires registration as a Sanitarian or RN.

86. Program Representative – WC 86

Performs a variety of substantive activities involving investigation, research, analysis, planning, evaluation and limited administration in a specific program area and under the guidance of a professional.

87. Sign Supervisor – WC 87

Installs and inspects all traffic control devices on county roads. Itemizes, on a continuous basis, all traffic control devices and maintains inventory of signs in shop. Inspects roadways for hazards and determines advisory speeds for roadways. Investigates accident locations to determine if signing was appropriate. Operates tandem truck and various hand and power tools. Interprets highway signing and sign fabrication manuals. Operates and maintains sign fabrication machines and diagnoses machine and fabrication malfunctions and corrects problems. Designs detours and closures and distributes warning signs on all construction projects. Supervisory position.

88. Sr. Deputy Prosecutor – WC 88

Performs preparation and presentation of the State's case on defendants charged with felonies and misdemeanors; negotiates guilty pleas, and supervises deputy prosecutors in misdemeanor prosecution. Assists and represents the elected prosecutor in court, in the office, and with other departments and agencies.

89. Solid Waste Equipment Operator – WC 89

Utilizes heavy equipment to accomplish the compaction and/or disposal of solid waste at the County landfill. Duties include directing the off-loading of waste from public and commercial vehicles and operation of the household hazardous waste facility including accepting, screening, documenting, categorizing, bulking, and lab packing hazardous material for shipment.

90. Weed Coordinator – WC 90

Plans, coordinates, and directs noxious weed control program. Performs supervisory, administrative, and noxious weed control work. Interprets statutes, regulations, and county policies relating to weed control programs and their application and enforcement. Involves extensive contact with state agencies, county departments, private vendors, and the general public. Responsible for the noxious weed programs on all public and private property and on all county roadside right-of-way within Whitman County.

91. Engineering Technician – Entry – WC 91

Entry-level technician performs routine sub-professional duties in civil engineering under direct supervision. May work in a field or office setting. Examples of duties may include assisting surveying teams, performing various drafting and computing tasks, and monitoring projects.

92. Family Court Services Supervisor – WC 92

Coordinates and oversees family court cases. Responsible for the day to day operation of the Family Court Unit under the direction of the Director of Juvenile Court Services. Responsible for the full range of family court duties, serves as a guardian ad litem. Supervises the family court services unit including, but not limited to, Family Law, Domestic Violence, and Adoptions for the Juvenile Division of the Superior Court.

93. Financial Specialist 3 – WC 93

Provides fiscal support using independent judgement in the interpretation and application of a variety of rules and procedures in specialized fiscal functions, such as internal control, revolving fund maintenance control, and providing resource data for reports. Performs detailed fiscal work where independent judgement is exercised to make fiscal determinations and to solve problems that arise with in work assignments. Performs the duties of the Financial Specialist 2; maintains accounts and records; authorize and enter fiscal transactions; compile and prepare periodic fiscal statements and reports; assist higher-level fiscal personnel with summary information and analysis of records and reports; prepare, audit, verify and process final documents such as vouchers, purchase requests, invoices, receipts, payroll forms and bank deposit verifications; interpret fiscal policies and procedures; assist in the monitoring and review of computer input/output; provide suggestions for development and maintenance of computerized financial management and budget development systems; prepare, verify and control input being processed, including responsibility for input; serve as custodian of funds deposited with institution; review and consolidate receipts, bank deposits and other fiscal documentation to ensure accountability of funds; review and verify fiscal reports for accuracy; investigate and correct errors to ensure compliance with established procedures and policies; recommend improved procedures for preparation of fiscal reports; perform related duties as required. May act as lead for level one and two financial specialist classifications.

94. Financial Specialist 1 – WC 94

This is an entry level classification. Performs routine fiscally related work using established procedures under general supervision. Reviews and verifies documents for completeness and accuracy. Assists higher level support or professional positions involved in fiscal or budgetary matters. Some positions may be in a training capacity to learn higher level work in typical tasks. Types, reviews, files fiscal forms orders, requests, and reports. Assists higher level positions as needed to perform the department/division scope of work. Does data entry into computerized or other applications as directed by supervisory personnel. Reviews and proofs data entry for accuracy. Does initial research for fiscal matters as directed by supervisory personnel. May be asked to rough out an initial report based on research material gathered.

95. Computer Support Technician – WC 95

Under close supervision, performs routine technical tasks to test, install, maintain, and support hardware and software products. Provides user support and technical assistance in the use of the jurisdiction's computer systems. May perform preventive maintenance and backup recovery activities. Assists with tracking inventory and may perform some clerical support.

96. Sr. Probation Counselor – WC 96

Performs professional probation work in any of its phases. Exercises initiative in making decisions based on knowledge of principles, methods, procedures and philosophy of probation work. Investigates and evaluates facts. Makes social history investigations and analyses. Develops plans for treatment. Presents reports and recommendations to the courts. Supervises, counsels, and guides adults or wards of juveniles through personal, field and official contacts. May organize and direct group activity programs for seriously maladjusted youth groups. This is an advanced skill level probation officer requiring prior experience and supervision of staff. Excludes detectives.

97. Recycling Coordinator – WC 97

Performs recycling, waste reduction, and solid waste management education activities. Initiates, develops, and administers all aspects of various involving recycling, waste reduction, and solid waste management including administrative budgeting, grant writing and tracking, and monitoring.

98. Financial Division Manager – WC 98

Performs professional level administrative accounting and financial management work. Responsible for the effective administration and control of comprehensive accounting, budgeting, auditing, payroll, and fiscal reporting systems for a department, including its internal divisions and sections.

99. Engineering Office Manager – WC 99

Oversees and coordinates the administrative aspects of engineering projects. Exercises considerable initiative and assures project conformance with established engineering and state standards, practices and procedures. Works with private contractors, state inspectors and agencies, federal agencies, private engineering firms, contractors, local cities and the general public, and requires good public relations skills.

100. County Planner/Community Development Director – WC 100 AWC 630

Plans, organizes, directs, and controls the functions of the planning/community development department. Develops and implements policies procedures and practices to do planning studies, zoning ordinances, evaluation of proposed annexations, planned unit developments and related programs. Serves as primary planning official for the organization. Typically requires a minimum of a four year degree and 5-8 years experience, including some management experience.

101. County Engineer – WC 101 AWC 629

Plans, organizes and directs the operation of the engineering division, oversees initial project funding, design, and construction management of engineering projects, services and programs; supervises staff of professional, technical and administrative

employees. Serves as designated review officer for all required engineering reviews and sign offs. Typically requires a four year degree and five years experience plus license as a professional engineer.

102. Assistant Weed Coordinator/Inspector – WC 102

Administrative support work planning, coordinating, and participating in Whitman County’s Noxious Weed Control Program. Exercises some latitude in judgment and discretion in the interpretation of statutes, regulations, and county policies relating to weed control programs as well as in their application and enforcement. Works with state agencies, county departments, private vendors, and the general public. Responsible for supporting the Weed Board and County Commissioners’ directives in the noxious weed programs on all public and private property and on all county right-of-way within Whitman County.

103. Weed Inspector – WC103

Supervisory and administrative work planning, coordinating, directing, and participating in Whitman County's noxious weed control program. Exercise considerable latitude in judgment and discretion in the interpretation of statutes, regulations, and county policies relating to weed control programs and their application and enforcement. Works with state agencies, county departments, private vendors, and the general public. Responsible for the noxious weed programs on all public and private property and on all county roadside right-of-way within Whitman County.

104. Operations Coordinator – Fair – WC 104

Manages and supervises the Palouse Empire Fairgrounds on site under the general direction of the Parks Director and Fair Board. Coordinates facility operations, advises and plans with Fair Board, Director, Fair Manager and Building Superintendent volunteers for each annual fair, schedules events, and special projects. Trains and supervises full-time seasonal employees and court appointed personnel; coaches volunteers and monitors progress. Provides skilled, licensed maintenance, training and operation of a variety of equipment including water system, trucks, tractors, mowing equipment, arena implements, shop power tools, sprayer, air tools and welder. Supervises and coordinates winter activities.

105. PHP(1) – (LPN/No Certification) – WC 105

Performs professional nursing or environmental health services. Responsible for carrying out all public health services on an independent basis by organizing work and carrying out activities within established program objectives. Work involves considerable contact with the community on an individual and group basis to assess health issues and explain and implement health programs. Nurses must have LPN degree. Environmental Health doesn’t require certification.

106. PHP(2) – (RN/Certification) – WC 106

Performs professional nursing or environmental health services. Responsible for carrying out all public health services on an independent basis by organizing work and carrying out activities within established program objectives. Work involves considerable contact with the community on an individual and group basis to assess health issues and explain and implement health programs. Nurses must have RN degree. Environmental Health requires certification.

107. CDC(1) – (Registered) – WC 107

Counsels and aids individuals and families requiring assistance with substance abuse problems such as alcohol or drug abuse. Interviews clients, reviews records, and confers with other professionals to evaluate condition of client. Formulates program for treatment and rehabilitation of client. Writes and conducts ongoing reviews and updates treatment plans as appropriate throughout the treatment process. Counsels clients and their family members and helps them to overcome substance abuse dependency. Monitors condition of clients to evaluate success of therapy and adapt treatment as needed. Prepares and maintains reports and case histories. Formulates and conducts programs to promote prevention of alcohol and drug abuse. Registration is required.

108. CDC(2) – (Registered w/Bachelors+) – WC 108

Counsels and aids individuals and families requiring assistance with substance abuse problems such as alcohol or drug abuse. Interviews clients, reviews records, and confers with other professionals to evaluate condition of client. Formulates program for treatment and rehabilitation of client. Writes and conducts ongoing reviews and updates treatment plans as appropriate throughout the treatment process. Counsels clients and their family members and helps them to overcome substance abuse dependency. Monitors condition of clients to evaluate success of therapy and adapt treatment as needed. Prepares and maintains reports and case histories. Formulates and conducts programs to promote prevention of alcohol and drug abuse. Registration with a minimum of a Bachelor's degree is required.

109. CDC(3) – (Certified w/Bachelor's+) – WC 109

Counsels and aids individuals and families requiring assistance with substance abuse problems such as alcohol or drug abuse. Interviews clients, reviews records, and confers with other professionals to evaluate condition of client. Formulates program for treatment and rehabilitation of client. Writes and conducts ongoing reviews and updates treatment plans as appropriate throughout the treatment process. Counsels clients and their family members and helps them to overcome substance abuse dependency. Monitors condition of clients to evaluate success of therapy and adapt treatment as needed. Prepares and maintains reports and case histories. Formulates and conducts programs to promote prevention of alcohol and drug abuse. Certification with a minimum of a Bachelor's degree is required.

110. MHC(1) – (Registered w/Bachelor’s+) – WC 110

Work with adults, children, and families who have serious chronic acute mental illnesses. Interviews clients to gather the necessary history and testing data. Diagnoses problems and monitors clients’ symptoms of mental illness and side effects of medications. Develops and implements treatment plans for clients and evaluates effectiveness of treatment. Informs clients as to availability of services and options for treatment. Prepares an overall plan for treatment of the individual. Registration with a minimum of a Bachelor’s degree is required.

111. MHC(2) – (Certified w/Master’s+) – WC 111

Work with adults, children, and families who have serious chronic acute mental illnesses. Interviews clients to gather the necessary history and testing data. Diagnoses problems and monitors clients’ symptoms of mental illness and side effects of medications. Develops and implements treatment plans for clients and evaluates effectiveness of treatment. Informs clients as to availability of services and options for treatment. Prepares an overall plan for treatment of the individual. Certification with a minimum of a Master’s degree is required.

112. Clinical Supervisor – CD(1) (No Certification or No Masters) – WC 112

This is a supervisory position that monitors, advises, and administers the chemical dependency division. Also counsels and aids individuals and families requiring assistance with substance abuse problems such as alcohol or drug abuse. Interviews clients, reviews records, and confers with other professionals to evaluate condition of client. Formulates program for treatment and rehabilitation of client. Writes and conducts ongoing reviews and updates treatment plans as appropriate throughout the treatment process. Counsels clients and their family members and helps them to overcome substance abuse dependency. Monitors condition of clients to evaluate success of therapy and adapt treatment as needed. Prepares and maintains reports and case histories. Formulates and conducts programs to promote prevention of alcohol and drug abuse. Employee doesn’t have certification or Master’s degree requirement met.

113. Clinical Supervisor – CD(2) (Certified w/Master’s+) – WC 113

This is a supervisory position that monitors, advises, and administers the chemical dependency division. Also counsels and aids individuals and families requiring assistance with substance abuse problems such as alcohol or drug abuse. Interviews clients, reviews records, and confers with other professionals to evaluate condition of client. Formulates program for treatment and rehabilitation of client. Writes and conducts ongoing reviews and updates treatment plans as appropriate throughout the treatment process. Counsels clients and their family members and helps them to overcome substance abuse dependency. Monitors condition of clients to evaluate success of therapy and adapt treatment as needed. Prepares and maintains reports and case histories. Formulates and conducts programs to promote prevention of alcohol and drug abuse. Requires a minimum of Certification with a Master’s degree or higher.

114. Clinical Supervisor – MH (Certified w/Master’s+) – WC 114

This is a supervisory position that monitors, advises, and administers the mental health division. Also works with adults, children, and families who have serious chronic acute mental illnesses. Interviews clients to gather the necessary history and testing data. Diagnoses problems and monitors clients’ symptoms of mental illness and side effects of medications. Develops and implements treatment plans for clients and evaluates effectiveness of treatment. Informs clients as to availability of services and options for treatment. Prepares an overall plan for treatment of the individual. Requires a minimum of Certification with a Master’s degree or higher.

115. Building Official – WC 115 AWC 624

Directs activities and staff of building department/division in inspection and review of buildings and plans. Typical duties include development of policies and procedures and local code development. May perform some building inspection work. May have additional duties including administration of code enforcement activities. Typically requires a two year degree and four years of building inspection experience plus certification as a building official.

116. Building Inspector – PW – WC 116

Performs technical work inspecting new construction, alterations, and repairs to commercial or residential buildings within unincorporated areas of Whitman County and some small towns to secure compliance with the uniform building, structural, mechanical, energy, solar and fire codes. Works with private citizens, contractors, builders, other departments and the general public. Responsible for all technical decisions in the building inspection program and maintains records and files for this division.

117. Maintenance Worker – Entry – WC 117 AWC 400

Performs entry-level manual labor work in the streets/roads, utilities, or parks divisions requiring entry level skills in the use of hand tools and the operation of simple power tools. Typically works as a crewmember under frequent supervision in installation, repair and maintenance work in area of assignment. May operate light equipment on occasion.

118. Sr. HR Generalist – WC 118

Senior-level professional responsibilities such as recruitment/selection, classification, labor relations, training, and benefits administration. Performs detailed research and statistical analysis. Under general direction, provides support in coordinating the jurisdiction’s personnel programs. May serve as civil service examiner, ADA coordinator, and on the staff wellness and safety programs. This position reports to the Director of Administrative Services and excludes department head positions.

119. Job Trainer – WC 119

Provide intensive vocational training to workers in offsite training sites. Provide each worker with the training, assistance and supervision necessary to enable that person to become and remain gainfully employed. Teach job-related behaviors. Maintain quality control.

120. Director of Administrative Services – WC 120

Work as the principal manager in the management of the County's integrated financial systems. Compiles, produces, and monitors the County's annual budget and financial statements. Exercise considerable latitude and judgment to develop a fiscally sound budget for the operation of county government and services and for maintaining budgetary control over expenditures. Works with the County Finance Committee, all county departments, special taxing districts, and other county, state and federal agencies. Reports to the Board of County Commissioners.

121. Nurse 1 (LPN) – WC 121

Performs professional community health nursing work requiring independent judgment and full knowledge of modern nursing procedures and practices. Employee will typically assume responsibility for nursing services in such areas as general public health, school health, maternal child care services, home health care services, AIDS education, and substance abuse programs. Work involves considerable contact with the community on an individual basis and frequently, during clinics, on a group basis. Requires a LPN degree.

122. Nurse 2 (RN) – WC 122

Performs experienced and professional community health nursing work requiring independent judgment and full knowledge of modern nursing procedures and practices. Employee will typically assume responsibility for nursing services in such areas as general public health, school health, maternal child care services, home health care services, AIDS education, and substance abuse programs. Work involves considerable contact with the community on an individual basis and frequently, during clinics, on a group basis. Develops and implements health care programs and exchanges information with physicians and other health care providers. May exercise partial supervision over other community nurses and act as team leader or project coordinator for public health programs. Requires a RN degree.

123. EHS 1 (Non-Certification) – WC 123

Performs environmental health work enforcing laws, codes, ordinances and resolutions issued by the U.S. Public Health Service, the State of Washington, and the county. Conducts surveys, on-site reviews, and inspections of facilities. Typically work is performed independently within an assigned geographical area. Enforces a full range of environmental health policies.

Assignments will involve considerable public contact requiring tact and diplomacy in seeking compliance with regulations while explaining legal and administrative requirements to county residents. Employee doesn't have certification.

124. EHS 2 (Certification) – WC 124

Performs environmental health work enforcing laws, codes, ordinances and resolutions issued by the U.S. Public Health Service, the State of Washington, and the county. Conducts surveys, on-site reviews, and inspections of facilities. Typically work is performed independently within an assigned geographical area. Enforces a full range of environmental health policies. Assignments will involve considerable public contact requiring tact and diplomacy in seeking compliance with regulations while explaining legal and administrative requirements to county residents. Requires certification.

125. WC – County Planner – WC 125

Plans, organizes, directs, and controls the functions of the planning division. Develops and implements policies to accomplish planning studies, review zoning ordinances, evaluate related programs. Performs extensive research, data analysis and graphic compilation for short-term and long-range planning projects. Responds to public inquiries regarding assigned projects within scope of knowledge. Supervises planning staff.

126. Director of Parks (PFBM) – WC 126 AWC 640

Plans, organizes, directs, and controls the functions and activities of the parks and recreation department. Develops and implements, policies, procedures and practices related to acquisition, development, construction, , restoration and maintenance of parks, cemeteries, recreation facilities, fairs, and development of recreation programs. Typically requires a minimum of a four year degree and 5-8 years experience, including some management experience.

127. PH Administrator – WC 127

Plans, organizes, directs, and controls the functions and activities of the public health department including Public, Jail, Personal, and Environmental Health divisions. Responsible for the overall administration of the Public Health department's staff, funds, and equipment to assure the quality of services. May include coordination of services for other counties and districts. Reports directly to the Board of County Commissioners.

128. Information Systems Manager – WC 128 AWC 665

Senior official responsible for information systems and technology. Directs system development, applications, programming, and operations activities for mainframes, mini and micro computer systems. In smaller organizations, typically performs some network administration and/or systems analysis tasks. Supervises assigned staff. May also be responsible for telecommunications

function. Typically requires a four year degree and 5-8 years experience, including some supervisory experience. Reports to the Board of County Commissioners.

129. IS/Accounting Manager – WC 129

Plans, organizes, directs, and controls the functions of the Information Services/Accounting Department. Develops and implements policies, procedures and practices to accomplish goals and objectives in both County accounting and technology areas. Performs complex professional level accounting activities; tracks financial activities; develops policies and procedures to ensure compliance with laws, rules and regulations; tracks and analyzes revenues and expenditure accounts. Directs system development, applications, programming, and operations activities for mainframes, mini and microcomputer systems. May also be responsible for telecommunications function. Reports to County Commissioners.

130. County Administrative Officer – WC 130 AWC 107

Responsible for consulting with the Board of County Commissioners regarding budgeting, financial, administrative, and risk management issues and advises all County departments on the same. Develops county policies, procedures, and programs at the direction of the Board. Administers the County’s risk management programs, claims administration, and insurance policies. Coordinates county administrative services such as photocopier/mail/telephone systems. Supervises Commissioner support staff.

131. Superintendent – FM - WC 131

Responsible for directing the cleaning, maintenance, and repair of county buildings and facilities, including heating, ventilation, and air conditioning. Supervisory position; performs more complex project, maintenance, and repair work; includes preparation of bid and contract agreements.

132. Segregation Officer – WC 132

In a County’s Assessor’s Office, processes and analyzes deeds and other conveyance instruments for real property in order to verify legal descriptions and ownership. Segregates property into more than one parcel by rewriting legal description into more than one description. Researches data through title companies, insurance companies, fee appraisers, and government sources. Determines valuation on all new subdivisions created and on any surveyed land in the county, collecting agricultural market data, researching past values and tax levies, computing special use values, and making determinations on open space removals.

133. Bridge Superintendent – WC 133

Plans, organizes and directs the activities of the bridge division. Administers the effective and efficient use of division personnel, funds, materials, facilities, equipment, and time to assure public safety on serviced bridges. Accountable for the cleaning, repair, maintenance, and construction of all bridge structures in the county. Responsible for applying sound supervisory principles and

techniques. This job typically reports to the Public Works Director or County Engineer. Excludes department heads. WA State Bridge Inspector certification required.

134. Parks Maintenance Supervisor – WC 134 AWC 606

Plans, schedules and monitors the work of crews performing maintenance of public parks and repair of related equipment. Coordinates, schedules and supervises maintenance and construction work in the parks and other recreational sites. May operate all types of equipment and accomplish the more complex problems subordinate employees cannot resolve. This is a first line supervisory position. Typically requires 3-4 years experience.

135. Parks Operations Coordinator – WC 135

Manages and coordinates grounds and facilities operations and maintenance at assigned Whitman County park sites, with direction from the Director of Parks and the Parks Board. Provides skilled maintenance, training, operation and repair of a variety of equipment and systems. Hires, supervises, coordinates, monitors and evaluates full-time and part-time seasonal employees, volunteers, service clubs and court appointed individuals. Initiates and responds to public contact to include public relations, visitor assistance and monitoring/enforcement of park rules and policies. Prepares reports, requests for proposals, bids, grants, correspondence and contract documents for use by the department and other agencies. Orders and maintains supplies, materials and equipment. Coordinates park risk management and safety programs. Develops, coordinates, leads and assists in recreation and interpretive programs.

136. Administrative Director – WC 136

Research and advise the Board of County Commissioners regarding County issues. Develop County policies and procedures. Manage claims against the County, negotiate contracts and manage grants. Supervise the Administrative Services support staff. This position may report to the Board of County Commissioners or the County Administrative Officer. This position does not supervise other Department Heads.

137. Assistant Clinical Director-MH – WC 137

A supervisory position that assists the Clinical Supervisor-MH in monitoring, advising and administering the mental health division and its treatment programs. Works with adults who have serious and persistent mental illness. Manage specific counseling and service improvement programs. Under the direction of the Clinical Supervisor, acts as the Adult Resources Manager for Whitman County within the Greater Columbia Regional Support Network. Provides direct non-crises mental health clinical services. Is responsible for the critical quality assurance program within the mental health division. Requires a minimum of license or certification and a Masters degree or higher. May report to the Clinical Supervisor and Director of Whitman County Counseling Services.

138. Inspector (Appointed) – WC 138

Inspector(s) are sworn and commissioned law enforcement professionals who hold a Washington State Peace Officers Certification. Inspector(s) performs all the same functions, and hold the same legal authority as that of a regular Sheriff's Deputy who has been appointed by Civil Service. Inspectors will perform regular police and law enforcement duties to include but not be limited to regular patrol duties, investigative duties, narcotics detection and investigation, and other duties as assigned. Inspectors follow the same chain of command that all deputies and sworn personnel follow as members of the Whitman County Sheriff's Office.

139. Administrative Assistant (Appointed) – WC 139

Administrative Assistant is an appointed position within the Whitman County Sheriff's Office. This position is responsible for maintaining reports and records of criminal and civil actions for placement into cases report for future review. It may perform other administrative functions. Provides immediate clerical support as needed to the Sheriff and/or Undersheriff. This may mean answering their phones, data analysis and input, or assisting other Department Heads/Elected Officials. Monitors Sheriff Office budget and expenditures.

140. Dental Hygienist – WC 140

Public Health and Emergency Management Director – WC 141

Plans, organizes, directs and controls the functions and activities of the Public Health Department, Environmental Health Department and Emergency Management Division. Responsibilities include public, jail, personal and environmental health and safety. Responsible for the overall administration of the Public health and Emergency Management staff, funds and equipment to assure a high quality of services. May include coordination of services for other counties and districts. Reports directly to the Board of County Commissioners.

142. Financial Specialist 2 – WC 142

This is a journey, occupational or working level classification. Incumbents work independently under general supervision and often perform one or more fiscal support functions. Positions provide support in the area of fiscal, budget, or financial business areas. Apply established procedures in reporting, summarizing and reporting fiscal activities in a variety of work areas such as: recordkeeping, auditing, analysis, budgeting, payroll, travel, purchasing, and other types of fiscal operations. Prepare and maintain fiscal records while compiling and ensuring the accuracy of reports. Positions might lead level one staff. Maintains and modifies fiscal record keeping systems, databases, and spreadsheets; reviews fiscal records; identifies trends; assists in formulating corrective action; follows a system for budget transactions; reviews budget reports, reconciles budget status reports and prepares expenditure projections; notifies appropriate individuals of projected or actual over/under expenditures; maintains purchasing

records and resolves problems; reviews, approves and allocates purchases to proper budget and category; ensures compliance with departmental, institutional, and/or agency policies, rules, and regulations; maintains personnel and payroll records; controls petty cash records; maintains and processes travel expense records; compiles and prepares periodic fiscal statements and reports; assists higher level fiscal personnel with summary information and analysis of records and reports; prepares audits, verifies and processes final documents; interprets fiscal policies and procedures; provides suggestions for development and maintenance of financial and budget systems; prepares, verifies and controls input being processed.

143. Clerk of the Board II – WC143

Manages the daily operations and special projects of the Commissioner’s Office. Coordinates preparation of board agendas. Directs the preparation of Commissioner minutes and follow-up materials from meetings and hearings of the Board of County Commissioners (BOCC). In addition, positions in this family are responsible for a variety of clerical duties regarding other boards and committees associated with Whitman County, as assigned by those boards/committees and the BOCC.

144. Juvenile and Family Services Director - WC 144

Plans, organizes, directs and controls all functions of the juvenile and family court services departments. Controls juvenile detention and probation functions. Develops and implements policies, procedures and practices. Serves as chief advisor to Superior Court judges on juvenile and family court matters. May report to judge, court administrator or CAO/commissioners.

145. Computer Support Specialist II – WC 145

Provides user support, technical assistance and training in the use of the County’s computer systems. Installs and supports computer equipment and software. Diagnosis hardware and software problems. Determines corrective action. Performs preventive maintenance and back-up recovery activities. May be responsible for other central service systems involving equipment other than computers. This family may also include management and/or create central service systems involving both computers and other equipment. Works independently with little supervision and is required to exercise initiative and sound judgment. This position reports to the Information Systems Manager.

146. Department of Licensing Specialist – WC 146

A specialist in DOL policies and procedures. Responsible for all accounting, training and enforcement of DOL laws. Acts as a liaison to DOL, law enforcement, judicial entities and the public. Administers inventory and maintains records for DOL audits. May supervise other employees and sub-agents.

147. Network Administrator – WC 147

Performs system analysis and computer networking for the LAN and WAN with little supervision. Confers with users to determine networking needs. Responsible for purchase, installation, maintenance and repair of network hardware and software components. Coordinates County phone networks and troubleshooting. Acts as Webmaster for the County web site. Reports to the Information Services Manager.

148. Fair/Fairgrounds and Facilities Management Director (FFFM) – WC 148

Overall direction and management of the Fair/Fairgrounds and Facilities Management Department. Directs all administration, budgeting and programs. Designs and negotiates all grants and contracts. Advises the relevant citizen boards. May supervise staff responsible for any function within the department. Reports to the Chief Administrative Officer or Board of County Commissioners.

149. Parks and Developmental Services Director – WC 149

Directs and manages all functions and activities of the Parks and Developmental Services Department. Directs and manages the administration, budget and programs. Designs and negotiates contracts and advises relevant citizen boards. May supervise other employees. Reports to the Chief Administrative Officer or Board of County Commissioners.

150. Building Engineer – WC 150

Installs, repairs and maintains all county owned equipment, property and facilities. Assists in the selection and monitoring of contracted specialists. Monitors the safety and security of County facilities and may address facility emergencies. Required knowledge of departmental equipment, facilities and operations. Occasionally operates light equipment and regularly uses hand and power tools. Excludes those who operate heavy equipment and supervisors of other regular employees. May require computer skills.

151. DOL Assistant Specialist-WC 151

Assists the DOL specialist in DOL policies and procedures. Performs accounting, and enforcement of DOL laws. In the absence of the DOL Specialists, acts as a liaison to the DOL, law enforcement, judicial entities and the public. Administers inventory and maintains records for DOL audits. This is an assistant family to the DOL Specialist family. It requires substantial knowledge of DOL policies and procedures. It may assist sub-agents, but excludes entry or journey level clerical and supervisory positions.

152. Building Engineer-Journey – WC 152

Performs more complex troubleshooting, installation, repair and maintenance work. Requires the application of considerable knowledge of departmental equipment, facilities and operations. Proficiently operates light equipment such as dump trucks, vacuum sweepers, backhoes and roadside mowers. May occasionally operate heavier equipment. This job involves the use of a

wide variety of equipment and typically requires 2-3 years experience. Excludes those who operate heavy equipment on a full-time basis, sewage treatment plant operators, and supervisors of other maintenance employees.

153. Information Services Administrator – WC 153

Reports to the Information Services Director and is responsible for the function of IS staff. Manages all functions of county networking and servers. Coordinates county phone networks and troubleshooting. Acts as webmaster for the county web site. Responsible for IS related projects, policies and programming as directed by the IS Director.

154. Systems Support Manager – WC 154

Acts as a first line manager for the computer, and other central service systems of the county. Is responsible for user support, training, hardware and software of computer and other systems. This includes, but is not limited to, installation, troubleshooting, acquisition and maintenance. May be required to create and administer software programs. Works independently and supervises the work of other employees. This position must be able to exercise initiative and sound judgment. Reports to the IS Administrator and IS Director.

155. Emergency Management Supervisor – WC 155

Monitors, organizes and administers the Emergency Management division. Performs emergency management work while supervising staff. Requires independent judgment and full knowledge of emergency management requirements. Acts as a department and county representative before the other county departments, county committees and the citizens of Whitman County. Develops programs at the discretion of the department head/elected official. May oversee and recommend program and funding changes. Reports directly to the department head/elected official.

156. Program Manager – WC 156

Reports to the department head/elected official. Independently researches, develops, manages and evaluates department programs under the supervision of the director. Makes recommendations for each programs improvement. May supervise staff at the direction of the director. May act as an assistant to the director.

157. Project Engineer – WC 157

Applies civil engineering principles and practices in the preparation of plans, specifications, and estimates related to the design and construction of public works projects such as improvements in streets, roads, bridges, landfill facilities, and drainage facilities within established civil engineering practices and procedures. A Project Engineer assists the County Engineer in the selection and contracting of consultants to augment staff capabilities with respect to project design and construction. A Project Engineer also applies civil engineering principles and practices in the construction of public works projects. Field staff report to the Project

Engineer with respect to technical aspects of design and construction. A Project Engineer works under the direct supervision of the County Engineer. Typically requires a four year degree and minimal experience, or a combination of a two year engineering degree and several years of equivalent engineering experience.

158. Environmental Health Specialist 1 – WC 158

Works closely with and supports the Environmental Health Department supervisors and staff. Under direction and supervision of its supervisors responsibilities include, but are not limited to, enforcement of Whitman County solid waste regulations, routine food establishment inspections, monitoring drinking water systems, and communicable disease investigation. Communicates regularly with county employees and the public both verbally and in writing. This is a mid-level position working independently with no supervisory responsibilities. It requires at least one year of entry level experience.

159. Dietician/Tobacco Prevention Educator – WC 159

Plans, develops and maintains nutrition and tobacco prevention programs for the Whitman County Health Department. Works independently under the general direction of the Public Health Director. Works closely with county staff, the public and state agencies to provide education and research. Must have a dietician certification.

160. Personal Property Appraiser/Administrative Assistant – WC 160

Researches and conducts appraisals on commercial and agricultural equipment, as well as mobile homes. Performs clerical and support functions for the Assessor's Office. Acts as a first line supervisor to clerical staff. Works independently under the general direction of the County Assessor.

161. Chief Appraiser – WC 161

Works independently to perform and oversee the completion of all appraisal work in the Assessor's Office. Supervises, trains and directs the work of other Appraisers. Updates the Assessor, public and other agencies on changes to appraisal related data. May administer and/or create computer programs such as, but not limited to, LAN and emergency related databases. Must have and maintain a Real Property Accreditation for residential and commercial properties. Reports directly to the County Assessor.

162. CASA Coordinator – WC162

Assists the CASA Program Supervisor in coordination and completion of all CASA responsibilities. Responsibilities include, but are not limited to, supervision, training, recruitment and public relations. Must have completion and certification of Guardian ad Litem trainings, first level supervisory training through the CJTC and passed the Juvenile Service Academy.

163. Office Specialist II – WC 163

The Office Specialist II position is similar to an Office Specialist. However, 25% of its responsibilities are financial in nature. Some of the financial duties require the employee to use independent judgment outside of an established procedure. The financial duties occasionally require the employee to work beyond the Financial Specialist skill level. This position does not have supervisory duties and reports directly to the Department Head/Elected Official or the appropriate designee.

164. Victim/Witness Specialist – Prosecutor – WC 164

The Victim/Witness Specialist family includes positions in the Prosecutor’s Office that provide coordination and support to victims/witnesses and Prosecutor staff. It is responsible for developing and coordinating case correspondence; data entry; and acting as a liaison between individuals and the Prosecutor’s Office. It may accompany victims/witnesses to court and provide other types of support as directed by the Prosecutor. This is not a supervisory position, but may manage the program as directed by the Prosecutor. The position is supervised by the County Prosecutor and/or designated staff.

165. Environmental Health Specialist II – WC 165

The Environmental Health Specialist II job family works independently under the Environmental Health Director. It is a journey level position and may require supervision of other staff. It is responsible for all services provided by the department as assigned by the Director and must be a Registered Sanitarian or Certified Environmental Health Specialist.

166. Program/Environmental Health Director – WC 165

The Program/Environmental Health Director job family works for the Public, Environmental and Emergency Management divisions of the Whitman County Health Department. It reports directly to the Public Health/Emergency Management Administrator. Responsibilities include supervision of Environmental Health staff and other program staff as assigned. Duties include, but are not limited to, running Environmental programs, budget and health assessments. It writes policies, conducts grant research and represents the division before the community, Board of County Commissioners, State and Federal agencies. This position may serve as the Environmental Health Director for other public agencies, as well. Additional responsibilities include serving as the program manager for each division’s programs, and it may be responsible for other public agencies. Duties include, but are not limited to, budget, program development, emergency response, website design, and educational outreach.

167. Commercial Appraiser – WC 167 AWC 740

Performs commercial appraisals to establish appropriate market value for tax assessments. Inspects commercial property for quality construction, condition and functional design to assure accurate appraisal of market value. Works independently and requires a broad scope knowledge of zoning, building a related construction practices and building and land values. Typically requires a four year degree and three to five years experience plus accreditation by the State Department of Revenue.

168. Accountant Supervisor – WC 168

This is a middle management position working independently under the department head/elected official. It exercises significant independent judgment while performing: professional level accounting; analyzing and auditing records; and designing new financial related systems. It prepares a variety of complex reports and other documents for major financial projects. The position supervises and directs the work of other financial staff possibly ranging from entry level to senior accounts. It develops and recommends internal fiscal policies, and plans the functions of the department's finance division.

169. Communications Systems Manager – WC 169

A highly skilled position performing a wide variety of tasks supporting the county's communication systems. Tasks include, but are not limited to: design, preparing written specifications, conducting requests for proposals, purchasing, installation, implementation, commissioning, testing and sustaining complex communications systems. This position reports to the Whitman County Commissioners or their designee.

170. Operations Coordinator – CETC – WC 170

A position responsible for the office operations of the Community Education and Training Center. This position coordinates, schedules and develops training programs, as well as monitoring the building schedule and advertising classes. An individual in this position reports to the CETC Board and/or Facilities Director.

171. Public Health Officer – WC 171

The Public Health Officer is an experienced physician charged with those duties required by state and federal law. This position is responsible as the administrative officer of the local health board. It is required to enforce public health statutes; control and prevent the spread of diseases; and educate the public on health issues and preventative measures. Directs the medical decisions of a health department or district.

172. Correction Officer – WC 172 AWC 370

Monitors and supervises inmates of a correctional facility. Operates communications and emergency operations through the facilities' control room. Books and releases inmates. Assists in facility maintenance and cleanliness. Trains new Correction Officers as assigned. May receive, receipt and safeguard inmate property. Reports to the Facility Commander, Undersheriff or Sheriff. Successful completion of the basic corrections academy is required for employment.

173. Corrections Sergeant – WC 173 AWC 380

Directs and instructs correction officers on an assigned shift. Develops shift work schedules, makes assignments of officers, assures coverage for absences and monitors performance of subordinates to assure effectiveness. Makes recommendations to hire, fire, transfer, and discipline employees. This is a first line supervisor reporting to the Facility Commander, Undersheriff, or Sheriff. May fill in for absent correction officers. Requires successful completion of the corrections academy and any additional required training.

174. Deputy Sheriff – WC 174 AWC 305

Supervises junior deputies, detectives, reserve officers and their agents. Investigates accidents, crime scenes, and criminal cases. Enforces city and county ordinances, and state/federal laws. Facilitates prevention and safety programs. Performs a full range of field and/or office law enforcement duties. Possesses the ability to ticket and arrest citizens. Reports to the Undersheriff or Sheriff. Requires successful completion of the law enforcement academy.

175. Facility Commander – WC 175 AWC 672

Plans, organizes, and directs administrative and technical activities of the Correctional Facility, including jail operations, security, housing and care of inmates, inmate booking, transportation, feeding, visitation and work releases. Manages training/scheduling of jail personnel. Responsible for the supervision of correction sergeants and officers. Reports to the Undersheriff or Sheriff. Requires successful completion of the corrections academy and any additional required training.

176. Patrol Sergeant – WC 176 AWC

Assigns and supervises the work of deputy positions. Reviews and approves written reports of deputies. Receives and accounts for evidence and property. May fill-in for a deputy position. Manage deputy supplies, investigate complaints against deputies and provide necessary training. Directs the Sheriff crime prevention program. A first line supervisory position reporting to the Undersheriff or Sheriff. Requires successful completion of the law enforcement academy and any additional required training.

177. R&I Officer WC 177 AWC 302

Performs a variety of specialized clerical duties to support sheriff's office operations. Maintains and updates computerized police records, issues permits and licenses, prepares reports. May receive certain types of crime and citizen reports and respond to requests for routine police information from the public. May process, identify and record found property and case evidence. Manages financial aspects of office including grants and payroll. Reports to the Undersheriff or Sheriff.

178. Emergency Management Director

The Emergency Management Director is responsible for planning, organizing and directing the Emergency Management Department. It is responsible for all aspects of the department including staff, funds and equipment. May include coordination of services with and for other counties and districts. Reports to the Board of County Commissioners.

179. Solid Waste & Recycling Director

Responsible for all operations and programs of the Whitman County Landfill, including the transfer station, landfill, wood waste, recycling and hazardous waste. Supervises and schedules the work of staff. With approval of the Public Works Director performs staff evaluations and makes appropriate personnel actions. Responsible for applying, attracting, managing and maintaining grant

and contract funding. Creates and submits the appropriate budget, grant and contract reports to local, state and federal agencies. Reports to the Public Works Director.

180. Assistant County Engineer

Assists the County Engineer in performance and oversight of the County's Road Department operations. This position requires assistance in the planning, administering and implementing of programs, including the supervision of assigned staff. It requires independent judgment in the interpretation, application and enforcement of laws, regulations and County policies applicable to road design, construction and maintenance activities. It is responsible for design, construction and traffic engineering, as well plan preparation on construction projects. This position answers to the Whitman County Engineer and/or the Public Works Director.

181. Director of Clinical Services/Physician's Assistant

The Director of Clinical Services/Physician's Assistant performs a high level of responsible administrative work and acts as the Health Department's on-site Physician's Assistant. It continually relieves the department head of administrative details involving technical and supervisory duties of the clinical division. It directs and evaluates the work of staff and clinical processes, including management of the jail health program. The position creates, presents and manages policies and budget; acts as a liaison and education source for the Board of Health and public; and performs clinical work as necessary. Work is done independently under the guidance of the Public Health Administrator and the supervision of a medical doctor. This position may act as the Public Health Administrator in his/her absence. Qualifications required include previous health related experience and a Physician's Assistant certification.

182. Deputy Coroner

The Deputy Coroner works under the Chief Deputy Coroner or the County Coroner to perform a variety of complex and technical duties pertaining to a Coroner's investigation and post mortem evaluation of cause and manner of death. Work involves death investigation within policy and procedural guidelines. The position includes, but is not limited to: maintaining reports; completing death investigations; providing support to families; working with other investigative agencies; reviewing medical records; maintaining case files; and assisting in autopsies. This position may required on-call work, and does require previous experience and training in mortuary science, medical, legal or a law enforcement discipline that would demonstrate the level of knowledge and ability required.

183. Chief Deputy Coroner

The Chief Deputy Coroner assists the Coroner and assumes a leadership role in performing the required operations of the Coroner's Office. Duties include, but are not limited to: administrative functions; fiscal oversight; and supervision of employees in the Coroner's absence. The Chief assists in the department budget, clerical duties, and training. This position may also perform

the duties of a Deputy Coroner. The Chief Deputy Coroner works directly for the County Coroner and requires previous experience in management, accounting, budgeting and planning. Experience in mortuary science, medical, legal or a law enforcement discipline is also required.

184. Buyer/Purchasing Agent AWC 515

Performs a variety of moderately complex purchasing functions. Purchases equipment, materials, supplies and services. Confers with user departments to develop specifications and interviews vendors to obtain information regarding product, market trends, price, service, delivery date, etc. Prepares and publishes specifications and invitations for bids. Monitors and evaluates contract compliance. Typically requires a two year degree and two years experience. Excludes department and division heads.

185. Solid Waste Field Supervisor – WC 185

This is a first line supervisory position supervising the work activities of crew(s) at the Solid Waste facility. It typically reports to a mid management supervisor. The position regularly works equipment and runs the scale house as needed. This may include, but is not limited to, off-loading waste, handling recycled materials and hazardous waste. Responsibilities also include assisting the Solid Waste Director in administrative duties such as hiring/firing, evaluations, scheduling and employee assignments. May require three to four years of related experience and any appropriate professional certifications.

186. Jail Nurse – WC 186

This is an experienced jail nursing position. Employees in positions of this class will be responsible for carrying out all nursing services on an independent basis by organizing work and carrying out activities within established program objectives. Work involves considerable contact with jail staff regarding individual health care needs and implementing health-related treatment and programs. Provides nursing services for inmates within the Whitman County Jail Facility in which a physician is usually not present. These positions assist the physician in clinical visits and scheduling and conducting sick call within the facilities infirmary on a routine or as-needed schedule. Supervision is not a normal responsibility of positions in this class. Work is performed under the general direction of the Sheriff, Jail Commander and/or Contracted Physician.

187. CASA Program Manager – WC 187

This position provides day to day supervision of the Court Appointed Special Advocates program which operates in the area of Dependency Law. It recruits, trains, retains, and manages all volunteers. Supervises, guides and counsels volunteers through the process of assessing the needs of dependent youth. Assists volunteer in preparing and presenting recommendations to the court. Communicates with other agencies such as Child Protective Services, attorneys, law enforcement, and hospital personnel. It is also responsible for CASA public relations.

188. Family Court Manager – WC 188

This position coordinates and oversees a range of family court cases. It is responsible for the day to day operation of the Family Court Unit under the direction of the Director of Juvenile Court Services and/or Family Court Supervisor. It is responsible for the full range of family court duties including investigating cases by conducting interviews and home visits with families and collateral sources, reviewing files, and communicating with other agencies such as Child Protective Services, attorneys, law enforcement and hospital personnel. This position is required to make written reports and testify at hearings and trials in Superior Court.

189. EM/PDS/FFM Director – WC 189

The EM/PDS/FFM Director oversees and directs the Emergency Management, Parks, Developmental Services, Fair and Facilities divisions. It is responsible for all aspects of the department including staff, funds and equipment. May include coordination of services with and for other counties and districts. Reports to the Board of County Commissioners.

190. Facilities Maintenance Manager – WC 190

The Facilities Manager provides administration, leadership and direction for the department. The Manager shall assist the Director and will fill in in the Director's absence. This is a professional position which promotes and encourages professional conduct, utilizing best practices, and appropriate management standards. The Manager is responsible for the maintenance and operation of all physical assets in relation to county facilities. The Manger places an emphasis on the safety of count employees and department staff. This position reports directly to the Facilities Management Director. It is responsible for the supervision of all Facilities Department staff.

191. Developmental Services County Coordinator/Fair Manager

The Director/County Coordinator of Developmental Services and the Palouse Empire Fair Manager provides administration, leadership and direction for the departments. This is a professional position which promotes and encourages professional conduct, utilizing best practices, and appropriate management standards. Plans, organizes, coordinates and directs the operations/programs of the Developmental Services Department and the Palouse Empire Fair. Evaluates departmental operations, programs, and initiates changes as necessary. Advises and works with the Developmental Services Board, Whitman County Transition Council, and the Palouse Empire Fair Board. Establish direction, initiate preparations for successful operation of annual fair, year round fairground use, and Developmental Services special events and programs. Supervises and directs the work of Developmental Services and the Palouse Empire Fair employees; evaluates performance; selects, hires, trains, disciplines, and terminates employees as necessary in an office setting and remote locations. This position reports directly to the Department Director. It is responsible for the supervision of Developmental Services and the Palouse Empire Fair employees. Serves as Department Director in the absence of Department Director.

192. Developmental Services Coordinator

Acts the Developmental Services Coordinator for Whitman County.

193. Deputy Coroner in Training

The Deputy Coroner in Training works under the direction and supervision of the Coroner and Chief Deputy Coroner. It assists the on-scene coroner with a variety of complex and technical duties and tasks pertaining to a Coroner's investigation and post mortem evaluation of cause and manner of death. Work involves death investigation within policy and procedural guidelines. The position includes, but is not limited to: maintaining reports; completing death investigations; providing support to families; working with other investigative agencies; reviewing medical records; maintaining case files; and assisting in autopsies. This position may require on-call work, and does require previous experience and training in mortuary science, medical, legal or a law enforcement discipline that would demonstrate the level of knowledge and ability required.

194. Parks Supervisor

195. Solid Waste Maintenance Worker – Entry – WC 194

The Solid Waste Maintenance Worker - Entry performs entry-level manual labor work in the Solid Waste division requiring entry level skills in the use of hand tools and the operation of simple power tools. Typically works as a crewmember under frequent supervision in installation, repair and maintenance work in area of assignment. May operate light equipment on occasion.

196. Judicial Services Director – WC 196

Acts as the chief non-judicial position in the court and is responsible for developing, implementing and administering all non-judicial functions and daily operations. The Judicial Services Director reports directly to the Judge and is responsible for all legal compliance and statutory requirements. This position must demonstrate skills covered by the National Association of Court Management (NACM) core competencies. These skills include, but is not limited to: leadership; strategic planning; fiscal management; human resources management; development of court staff; case flow management; and information technology management. The position supervises court staff; develops court budgets; researches and creates court policies; and acts as the courts chief media liaison. This position develops and implements court programs and grants that may benefit other Whitman County courts. It also provides leadership on court matters at the state and local level through participation in court associations and the Administrative Office of the Courts. Typically requires a Bachelor's Degree in business or public administration with two years of experience as a criminal justice administrator.

197. EM/PDS/Fair Director – WC 197

The EM/PDS/Fair Director oversees and directs the Emergency Management, Parks, Developmental Services, and Fair divisions. It is responsible for all aspects of the department including staff, funds and equipment. May include coordination of services with and for other counties and districts. Reports to the Board of County Commissioners.

198. Judicial Specialist – WC 198

The Judicial Specialist is a journey level classification performing specialized support services for a court. It investigates, researches, plans, and advises on case progression. It interviews clients, prepare legal documents, and advises attorneys. It collects bodily fluids and runs at least one pre-litigation/specialty program. It trains lower level staff and reports to the Judicial Services Director and/or Judge.

199. Financial Specialist IV – WC 199

This is a senior, specialist level of the series. Positions often perform complex technical fiscal duties in a wide variety of settings. Interpret and apply fiscal regulations and procedures. Ensure procedural fiscal compliance, accuracy, and deadlines are met. Establish and maintain comprehensive fiscal, book, or records keeping systems, analyzing and maintaining fiscal accounts or records. Positions at this level often support other diverse units in the organization. Positions may also specialize in one fiscal area such as overseeing the total payroll function. Other positions might be designated to function as the lead worker over other positions performing fiscal support related activities. Performs all the duties of Financial Specialist 3; Develops, modifies, and maintains multiple record keeping and reporting systems for varied and complex sources of funding; develops procedures for implementation, execution, control and review/audit of fiscal operations; Develops budgets; prepares appropriate forms for contracts and agreements; develops, recommends, and/or establishes charge schedules for cost center and/or self-sustaining accounts; calculates depreciation and amortization of equipment; Coordinates and interpret policies and procedures. Issue instructions to departments; Oversee the reconciliation of billings, and reports, as required; Oversee fiscal schedules and maintenance; maintains the integrity of computer systems; Audits involved reports and make complex accounting adjustments; performs reconciliation of accounts; Recommends approval and setup accounting entries; Reviews and analyzes out of balance accounts, making necessary adjustments where applicable; As a lead classification, trains lower level staff, assigns and reviews work, and participates in the evaluation of work and performance.

888. Volunteers – WC 888

Individuals performing specific tasks for a County department under a voluntary arrangement. Volunteers do not receive wages or benefits except those required by law and serve the department at the discretion of the elected official/department head. Volunteers may have varying degrees of skill and experience. They report to the elected official/department head or a designee.

999. Temporary Position – WC 999

Positions created and filled for the purpose of completing specific temporary projects or duties. Temporary positions are filled at the discretion of the elected official/department head and are not eligible for benefits other than those required by law. Positions may be created one time or on a seasonal basis. Temporary positions may require varying degrees of skill and experience. They report to the elected official/department head or a designee.