



## **JOB ANNOUNCEMENT**

**POSITION:** Fair Seasonal Office Assistant

**DEPARTMENT:** Palouse Empire Fair

**WAGE RANGE:** \$11.50 per hour

**UNION STATUS:** Temporary Position

**TO APPLY:** Whitman County Human Resources  
400 North Main Street  
Colfax, WA 99111  
(509) 397-6205

**LOCATION:** Whitman County / Palouse Empire Fair

**CLOSING DATE:** Open until filled

**SELECTION PROCESS:** Applicants must submit a signed Whitman County application form. The application will be reviewed and evaluated to determine applicants invited for an interview.

**TO QUALIFY:** See Human Resources for an illustrative example of duties and requirements.

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

**WHITMAN COUNTY IS A SMOKE-FREE WORK PLACE**

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**AMERICANS WITH DISABILITIES ACT**

Persons requiring accommodation should advise us of that need.

**WHITMAN COUNTY  
POSITION DESCRIPTION**

**Effective Date:** May, 2018  
**Position Title:** Fair Seasonal Office Assistant  
**Job Family Classification #:** N/A  
**Department Title:** Palouse Empire Fair  
**Department Code:** 300  
**FLSA Status:** Non-Exempt  
**Union Status:** Non-Represented/Temporary Position  
**Reports to:** Event Coordinator/Fair Manager

**FAIR SEASONAL OFFICE ASSISTANT**

**BASIC PURPOSE**

Perform receptionist, clerical, typing and word processing and other related duties for the Palouse Empire Fair. Seasonal position lasting 3 months, 30-40 hours per week.

**NATURE OF WORK**

This is specialized office support work requiring considerable attention to detail and the application of some independent judgment within policy and procedural guidelines. This position requires considerable contact with the public and other County departments, private and public officials. Work requires the operation of a variety of office equipment and other assigned equipment where both speed and accuracy are necessary to contribute to proper office operations and efficient service to the general public. Work is performed in office and field settings.

**ESSENTIAL JOB FUNCTIONS**

Answer telephones and direct calls; greet and direct the public in a pleasant manner; communicate effectively both orally and in writing; file alphabetically and numerically; word processing; copy or rough draft; operate office machines such as calculator, copier, and computer; prepare final drafts of documents as directed;

**NON-TECHNICAL ESSENTIAL JOB FUNCTIONS**

Work independently in the performance of assigned duties; perform several tasks at once; attention to detail and follow through; organize and prioritize work; establish positive working relationships with co-workers and other county employees; follow stated oral and written directions; work under the direction of multiple supervisors.

**SUPERVISION EXERCISED AND RECEIVED**

Supervision is not a responsibility of this position. Supervision is provided by administrative, professional staff, and higher level clerical support staff.

**TYPICAL EXAMPLES OF WORK**

- Answer the telephone and direct calls to appropriate person; take written messages.
- Greet the public; answer inquiries and give out forms and documents; refer callers to proper sources.
- Process incoming and outgoing mail.
- Type/use word processor to prepare correspondence and other documents as directed.
- File information alphabetically and numerically.
- Operate copy machine, computer, and other related office equipment.
- Prepare and distribute flyers and promotional brochures for the Palouse Empire Fair.

**SELECTION CRITERIA**

**Knowledge**

- Knowledge of business English, spelling and arithmetic.
- Knowledge of general office practices and procedures.
- Some knowledge of the basic principles and practices of clerical bookkeeping as required by the position.
- Knowledge of Microsoft Word, Excel, Publisher or higher level of word processing program.

**EXPERIENCE, EDUCATION AND TRAINING:**

- Must be 18 years of age.

- Reliable transportation and a valid driver's license.
- Experience in clerical and office support work are highly desirable.
- First Aid and CPR certification are highly desirable.
- Successfully pass a background check.
- Immigration status verified.

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