

Whitman County Human Resources

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



JOB ANNOUNCEMENT

POSITION: Clerical/Data Entry –Full Time

DEPARTMENT: Superior Court Clerk

MONTHLY SALARY: \$2154.00

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

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 attached illustrative example of duties and requirements.

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

WHITMAN COUNTY IS A SMOKE-FREE WORKPLACE

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

AMERICANS WITH DISABILITIES ACT

Persons requiring accommodation should advise us of that need.

**WHITMAN COUNTY
POSITION DESCRIPTION**



Effective Date: January 2019

Position Title: Clerical/Data Entry

Job Family Classification #: 10

Department Title: Superior Court Clerk

Department Code: 040

Range: Clerical-Entry

FLSA Status: Non-Exempt

Union Status: Represented

Reports to: Superior Court Clerk

BASIC PURPOSE

Assist clerk staff with data entry, cashiering, courtroom clerical duties and accepting and processing legal pleadings.

SUPERVISION EXERCISED AND RECEIVED

Supervision is not a normal responsibility of positions in this class. The Superior Court Clerk provides direct supervision.

ESSENTIAL JOB FUNCTIONS:

Process legal pleadings on paper and electronically. Perform clerical functions related to courtroom proceedings. Collect and process payments of legal financial obligations. Review data records for accuracy and completeness.

NON-TECHNICAL ESSENTIAL JOB FUNCTIONS:

Establish positive, cooperative working relationships with the public, co-workers and other county employees; Work independently; Pay close attention to detail; Maintain confidentiality.

TYPICAL EXAMPLES OF WORK

- Accept pleadings from public and process into electronic database
- Assist the public accessing records
- Create letters using Microsoft Word
- Record proceedings in Superior Court

- Review the work of others for accuracy

SELECTION CRITERIA

Knowledge, Skills and Abilities

- Knowledge of computer software use and applications
- Knowledge of business English, spelling and arithmetic
- Knowledge of general office practices and procedures
- Ability to take initiative in performing functions of the position
- Ability to work well as a member of a team
- Ability to communicate by telephone in a pleasant and courteous manner
- Ability to operate equipment associated with the position
- Ability to pay close attention to detail

EXPERIENCE, EDUCATION, AND TRAINING

One (1) year of related experience applicable to the work of the position, or any experience, education, or training that would demonstrate the level of knowledge and ability required.

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