

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



JOB ANNOUNCEMENT

POSITION: Assistant DOL Specialist

DEPARTMENT: Auditor's Office

MONTHLY SALARY: \$2,790.00 per month plus benefits
(Asst DOL Spec; Step 1)

UNION STATUS: Courthouse Bargaining Unit initiation fee plus monthly dues are required

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

CLOSING DATE: Open until filled.

LOCATION: Colfax

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: 6/20/19
Position Title: Assistant DOL Specialist
Job Family Classification/#: 151
Department Title: Auditor's Office
Department Code: 060
Pay Grade: \$2,790.00/month-Asst DOL Specialist; Step 1
FLSA Status: Non-Exempt
Union Status: Represented, Courthouse Bargaining Unit
Reports To: Auditor

PURPOSE

Provides courteous, prompt and accurate service to the public while performing vehicle/vessel licensing and titling transactions; audits and assists the Dept of Licensing Sub-Agent offices in Rosalia and Pullman as needed; accounts for all licensing monies received daily from the licensing customers; assures County compliance with State and Federal regulations and standards.

NATURE OF WORK

As a Vehicle/Vessel Licensing Agent for the Washington State Department of Licensing (DOL), and; under the direction of the County Auditor; oversees and manages Department of Licensing Accounting operations with the goals of ensuring effective workflow and compliance with Local, State and Federal regulations; Prepares and provides internal auditing and monitoring of the County's Sub-Agencies including inventory of accountable items, proper title work, insurance and bonding requirements, and compliance with the extensive Washington State Department of Licensing policies and procedures; Advise the Auditor on critical issues and future needs; Work of this class involves considerable direct contact with the public including private and public company fleet managers, other county, state and federal agencies, county staff, and every individual who owns, buys sells, or transfers vehicles and/or vessels. Work requires extensive use of personal computers, specifically MSOffice; becoming Dept of Licensing Qualified within one year of hire, and certified within two years. Work is performed in an office setting.

This position is represented by the Whitman County Courthouse Bargaining unit through Teamsters Local Union No. 690 and is a closed shop.

ESSENTIAL FUNCTIONS

- Provide courteous & prompt service to the public while performing licensing & titling transactions.
- Crucial to perform correct data entry involving mixed alpha and numeric combinations, and proof the entry before releasing legal documents to the customer.
- Assist support staff and subagents with over 350 menus in the Vehicle/Vessel Proprietary System.
- Account for all licensing monies received daily, including balancing the till, preparing daily bank deposit, and responding to DOL audits.
- Learn new procedures in the Vehicle/Vessel Proprietary System due to changes in the law, and DOL policies.
- Maintain inventory control for the Dept. of Licensing in Auditor's Office and subagents responsible for approx. 32,500 plates, decals and permits. Maintain files of transactions for review by the DOL Compliance Auditor.
- Direct employees & subagents in resolving computer problems, give instructions, correct errors & monitor progress.
- Enforce DOL's RCW's (Revised Code of Washington), Dept of Revenue (DOR) regulations, & DOL policies to assist law enforcement agencies, banks, and public.
- Resolve client complaints while following procedures and maintaining good relations with citizens.
- Establish and maintain effective relationships with staff, co-workers, public officials, county residents, and representatives of other agencies.
- Perform other duties as directed by the County Auditor

NON-TECHNICAL ESSENTIAL FUNCTIONS

Establish and maintain good working relationships with public officials, co-workers, and the public. Work independently. Perform several tasks at once. Attention to detail and follow through. Organize and prioritize work. Follow stated oral and written directions. Maintain confidentiality. Possess excellent verbal, written, and audio communication skills.

SUPERVISION EXERCISED AND RECEIVED

Works under the supervision of the DOL Specialist and the County Auditor

SELECTION CRITERIA

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read, analyze, and interpret technical procedures, and governmental regulations. Ability to prepare reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of manager, clients, customers, and the general public.
- Knowledge in the use of personal computers, spreadsheets, word processing, and graphics.
- Ability to establish and maintain effective working relationships with staff, co-workers, public officials, county residents, and representatives of other agencies.
- Ability to supervise and train others.
- Ability to work both as a team member and independently
- Ability to prioritize and manage multiple projects

- Self-motivation skills to learn from others and on your own, from in person or web based training sessions, reading, etc
- Attention to detail.
- Physical requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform and essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms, stoop kneel, crouch or crawl. The employee must occasionally lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision.

EXPERIENCE, EDUCATION, AND TRAINING

One (1) year of general clerical and financial work experience; proficiency with personal computers and software, specifically MSOffice; ability to learn and accurately use the Washington State Department of Licensing Vehicle/Vessel Proprietary System.

The ability to become Dept of Licensing Qualified within one year of hire, and Certified within two years.

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