

WHITMAN COUNTY  
*Civil Service Commission*  
WHITMAN COUNTY COURTHOUSE  
COLFAX, WASHINGTON 99111



**RECORDS & INFORMATION OFFICER  
EXAMINATION ANNOUNCEMENT**

The Whitman County Civil Service Commission is accepting applications to begin the testing process for Records & Information Officer with the Whitman County Sheriff's Office. This testing procedure will establish a certified eligibility list from which applicants will be considered when positions become available within the Sheriff's Office. This process will be subject to the rules of the Whitman County Civil Service Commission.

**APPLICATION PROCESS:** Applicants must complete a Whitman County Civil Service application. Applications are available at:

Whitman County Civil Service Commission  
400 N. Main Street  
Colfax, WA 99111  
(509) 397-6205

Monthly salary            \$2872.00 - \$3166.00 DOQ per month plus benefits.

UNION STATUS:            Corrections Officers and Support Staff Bargaining Unit – Initiation fees and monthly dues payment may apply

**EXAMINATION PROCEDURE:**

Qualified applicants will be given a written examination. Typing tests, transcription tests and oral interviews will be scheduled at a later date. Final score and standing will be determined as follows:

**WRITTEN --- 60%**

**ORAL --- 40%**

Education and/or Veterans' Preference points will be added in accordance with the Revised Code of Washington and Civil Service Commission Statutes.

The WRITTEN EXAMINATION has been scheduled for **Tuesday, September 24, 2019 at 9:30 a.m.** Please report to the Human Resources Department located on the first floor of the Whitman County Courthouse, 400 N. Main St. in Colfax, at 9:00 a.m. The test should conclude by 11:00 a.m.

An ORAL EXAMINATION will be scheduled at a later date to be announced at the written exam.

**CLOSING DATE:**

All applications must be in the Whitman County Human Resource Office by  
Monday, September 23, 2019 at 5:00 p.m.

## **RECORDS & INFORMATION OFFICER**

### **BASIC PURPOSE**

Perform specialized clerical, financial and typing duties for one or more office procedures or functions, and other related work.

### **NATURE OF WORK**

This is specialized office support work requiring considerable attention to detail and the application of independent judgment within policy and procedural guidelines. Work of this class is distinguished from the Office Assistant IV class by the greater complexity of the work, the greater variety of tasks, and the more responsible nature of the work. Most positions of this class require considerable contact with the public and other County departments including the continued application of human relations skills and a rapid and accurate pace of work to accomplish tasks in the shortest possible period of time. Work normally requires the operation of office equipment such as typewriters, adding machines, computer terminals (CRT), and other assigned equipment where both speed and accuracy are necessary to contribute to proper operation and efficient service to the general public.

Work is normally performed in an office setting.

### **SUPERVISION EXERCISED AND RECEIVED**

Supervision is not a normal responsibility for positions in this class.

Work is normally performed independently after initial introduction to all duties of the position, usually accomplished in six (6) months after employment. General supervision is provided by the Undersheriff.

### **ESSENTIAL FUNCTIONS**

#### **NON-TECHNICAL ESSENTIAL FUNCTIONS**

#### **EXAMPLE OF DUTIES**

Prepare claims for the Sheriff's Office, maintain statistical information for monthly and annual law enforcement reports; maintain reports of patrol and investigative work.

Type accurately using proper grammar, punctuation, and spelling.

File and index materials alphabetically, numerically, chronologically, or by a special department system; conduct complex file and record searches.

Type forms, reports, correspondence, requisitions, tabulations, and other material from copies, rough draft, dictation or oral instructions; proofread documents.

Maintain various departmental, fiscal, and other office records according to standard procedures; prepare report data involving tabulation of posted data and basic arithmetic computations.

Operate a variety of office machines including typewriter, adding machine, photographic recording or fax machines, computer terminals, PBX systems, radios, and other related office equipment.

## **SELECTION CRITERIA**

### **Knowledge**

- Knowledge of general office practices and procedures.
- Knowledge of business, English, spelling, and arithmetic.
- Some knowledge of the basic principle and practice of clerical bookkeeping as required by the position.

### **Skills**

### **Ability**

- Ability to make mathematical computations and tabulations accurately and with reasonable speed.
- Ability to establish effective working relationships with other employees and the general public.
- Ability to understand and apply available guidelines to varied operational requirements and to follow stated oral and written instructions.
- Ability to meet and deal with the public in a pleasant and courteous manner and at all times in stressful situations.
- Ability to operate equipment associated with the position and learn office methods, rules, and policies.
- Ability and willingness to work in potentially dangerous conditions as required by the nature of the position.

## **EXPERIENCE, EDUCATION, AND TRAINING**

One year of general clerical and financial work experience applicable to the work of the position. **OR** Substituting on a month for month basis, any combination of experience, education, and training which would provide the level of knowledge and ability required.