

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



## **JOB ANNOUNCEMENT**

**POSITION:** Financial Specialist (75% time)

**DEPARTMENT:** Treasurer's Office

**MONTHLY SALARY:** \$2,041.50 per month plus benefits

**UNION STATUS:** Courthouse Bargaining Unit - Initiation fee and monthly dues payment is required.

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

**CLOSING DATE:** February 16, 2018

**LOCATION:** Colfax

**SELECTION PROCESS:** Applicants must submit a signed Whitman County application form. The applications 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 of that need



## **POSITION DESCRIPTION**

**Effective Date:** January 26, 2018  
**Position Title:** Financial Specialist (75% time)  
**Job Family Classification #:** 94  
**Department Title:** Treasurer's Office  
**Department Code:** 050  
**Pay Range:** Financial Specialist  
**FLSA Status:** Non-Exempt  
**Union Status:** Represented, Courthouse Bargaining Unit  
**Reports to:** County Treasurer

### **BASIC PURPOSE**

Perform specialized clerical work relating to the receipting, tax collection, excise and foreclosure/distrain activities that support the functions of the Treasurer's Office and other duties as assigned.

### **NATURE OF WORK**

This is office support work requiring understanding and involvement in office procedures. The employee of this class is responsible for customer support at the counter and on the phone. Work involves considerable contact with the general public, and public and private officials who depend on the accuracy and quality of the work performed. Work requires the operation of office equipment such as computer terminals, typewriters, telephones, and calculators, where both speed and accuracy are necessary to contribute to the proper office operations. Work is performed both in an office and field setting.

### **SUPERVISION EXERCISED AND RECEIVED**

Work is performed independently under the general supervision of the Chief Deputy and County Treasurer who assign work for conformance to laws, policies, and office requirements.

### **ESSENTIAL FUNCTIONS**

- Back up support for all areas of the office.
- Use established office procedures, policies and fiscal principles, practices and procedures for government accounting.
- Prepare the daily deposit.
- Have knowledge to recognize inaccuracies and how to correct them.
- Prepare and balance receipt for data entry into general accounting ledger
- Perform wide variety of secretarial duties.
- Apply good communication skills both written and oral.
- Perform other related work as required.

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

Establish effective working relationships with other employees and the general public. Meet and deal with the public in a pleasant and courteous manner on the phone and in person. Assist in creating an atmosphere of teamwork with co-workers. Project a professional attitude and presence to the public.

### **EXAMPLES OF DUTIES**

- This class specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that are inherent to the position.
- Assist the office in varying clerical duties pertaining to support and back up of daily tasks.
- First line support in receipting deposits at the counter made by other county offices and taxing districts who depend on the county for banking support.
- First line phone calls will be directed to applicant's desk for assisting the public with their questions. Requires determination of whom to forward a call to if question requires more knowledge or research.
- Support in receipting tax payments made by Whitman County tax payers.
- Assist the office in helping at the Excise Counter when title companies, attorney's or taxpayers come to file affidavits and deeds.
- Assist in the assembly, documentation and records pertaining to the foreclosure process in accordance with all state laws, of all delinquent real estate property in Whitman County.
- Maintain all bankruptcy records and correspondence for Real and Personal Property for Whitman County.
- Other clerical work as needed to support other office staff.

### **SELECTION CRITERIA**

#### **Knowledge, Skills and Abilities**

- Knowledge of basic bookkeeping procedures.
- Knowledge of legal terminology, spelling, and arithmetic as required by the position.
- Knowledge of correct and effective use of English grammar.
- Ability to understand and execute complex oral or written instructions and to apply extensive or obscure guidelines to a wide variety of work situations.
- Ability to communicate information over the phone in a concise manner.
- Ability to deal with the public in a diplomatic manner.
- Ability to establish and maintain effective working relationships with other employees, public and private officials, and the public.
- Ability to express ideas clearly and concisely in writing and orally.
- Ability to operate equipment associated with the position in a proper and skillful manner.
- Ability and willingness to work in stressful conditions as required by the position.

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

One (1) year of progressively responsible clerical and typing experience applicable to the work of the position, at a level equivalent to Office Assistant II. **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.