

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



JOB ANNOUNCEMENT

POSITION: Office Specialist II

DEPARTMENT: Juvenile Services

MONTHLY SALARY: \$2655.00 per month plus benefits

UNION STATUS: Non-represented

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

LOCATION: Colfax

CLOSING DATE: November 17, 2017 at 5:00 p.m.

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:	November 2017
Position Title:	Office Specialist II
Job Family Classification #:	163
Department Title:	Juvenile and Family Services
Department Code:	400
Pay Grade:	Office Specialist 2 (step 1)
FLSA Status:	Non-Exempt
Union Status:	Non-Represented
Reports to:	Juvenile Services Director

BASIC PURPOSE

This position performs accounting and financial management for the effective administration of the Juvenile Court's comprehensive budgeting accounting, payroll and financial systems. In addition this position also performs a wide variety of technical non-judicial functions requiring specialized knowledge, skill and the use of independent judgment to operate Juvenile and Family Court.

NATURE OF WORK

This position is responsible for the application of accounting theories, principles and practices to a department accounting system. Position is responsible for ensuring that the accounting systems are in compliance with the Washington State Budget and Recording System (BARS) which involves interpreting and analyzing BARS guidelines to department, State and Federal regulations, or County accounting practices. Work is subject to internal and/or external audits. In addition, this position performs a variety of technical non-judicial functions.

SUPERVISION EXERCISED AND RECEIVED:

Work is performed independently under the general supervision of the juvenile court administrator and reviews work for conformance to laws, policies, and office requirements.

ESSENTIAL FUNCTIONS

Use established fiscal principles, practices and procedures for government accounting; prioritize and manage multiple projects; use computer and associated software.

NON-TECHNICAL ESSENTIAL FUNCTIONS

Establish and maintain good working relationships with public officials, employees and the public; communicate using speaking and listening skills.

TYPICAL EXAMPLES OF DUTIES

Perform work in areas of budgeting, accounting, payroll, statistical compilation, analysis, and other accounting areas.

Assist in compiling, review, and presentation of the annual budget in accordance to State Statute.

Compile, prepare, and submit all required reports on or before assigned deadlines.

Perform extensive grant accounting to meeting State and Federal recording and auditing requirements.

Assist in the preparation of grant contracts for annual/biannual review.

Develop and maintain a data base for recording and tracking of juveniles.

Manage heavy flow of correspondence and processing of legal documents files with and flowing from the court.

Organize files and prepare contracts to be signed by juvenile offenders.

Provide user support, technical assistance and training in the use of JCS and Juvis.

Enter data into statewide JCS system to update juvenile records.

Handle and direct incoming calls.

Other duties or projects as assigned.

SELECTION CRITERIA

Knowledge, Skills, Abilities

EXPERIENCE, EDUCATION, AND TRAINING

Two (2) years of responsible experience maintaining a double entry or BARS accounting system; knowledge of excel computer spreadsheets and accounting programs; plus one year 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. Ability to use and master word processing programs such as Microsoft Word, Microsoft Excel and Windows. Ability to establish and maintain effective working relationships with other employees, public and private officials, and the public. Applicant must successfully pass a criminal background investigation. Applicant must pass a pre-employment drug test.

