

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 Coordinator – Recording

DEPARTMENT: Auditor's Office

SALARY: \$2,722.00 per month plus benefits

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

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

LOCATION: Colfax

CLOSING DATE: Open until filled

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 for an 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 WORK PLACE,
AMERICAN WITH DISABILITY ACT,
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.
Persons requiring accommodation should advise us of that need.



POSITION DESCRIPTION

Effective Date: January 26, 2018
Position Title: Office Coordinator – Recording
Job Family Classification #: 82
Department Title: Auditor's Office
Department Code: 060
Pay Range: Office Coordinator
FLSA Status: Non-Exempt
Union Status: Represented, Courthouse Bargaining Unit
Reports to: County Auditor

BASIC PURPOSE

Perform specialized clerical, financial, and keyboarding 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 established policy and procedural guidelines. This position requires considerable contact with the public and other County departments. A rapid and accurate pace of work is required to accomplish tasks in a timely fashion. Work normally requires the operation of office equipment such as typewriters, adding machines, computers, scanners, and other assigned equipment where both speed and accuracy are necessary. A working knowledge of Microsoft Word and Excel is essential.

Work is normally performed in an office setting.

ESSENTIAL FUNCTIONS

Responsible for receiving and entering daily recorded documents into a customized recording system, processing marriage licenses, assisting customers, balancing cash receipts with daily computer output, and assisting in other County Auditor Departments as needed.

NON-TECHNICAL ESSENTIAL FUNCTIONS

Maintain courteous and professional manner with customers at all times; establish effective working relationships with co-workers and the public.

SUPERVISION EXERCISED AND RECEIVED

Supervision is not a normal responsibility of this position.

Work is normally performed independently after initial introduction to all duties of the position has taken place, usually accomplished within six months after employment. General supervision is provided by professional, technical, or trained clerical personnel under the elected Auditor.

EXAMPLES OF DUTIES

Answer technical and difficult questions regarding records on file in the office.

Operate proprietorial document recording system to enter daily recorded documents received electronically, by mail, or at the counter; coordinate document flow between departments; examine documents to determine that all recording requirements are met in

order to accept or reject the document. Scan, index and verify the accepted documents for accuracy in the proprietorial document recording system. Return rejected documents to the customer with an explanation and instructions as to what is needed to make it an accepted document. Delivers all recorded information to the Washington State Archives for climate controlled and digital storage.

Complete marriage license applications by inquiring of the applicants the current and historical family information necessary to complete the application forms. Advise applicants on the use of each form and the proper way to have them filled out at the ceremony. Issues marriage license(s) after the ceremony has been performed and the forms are returned to the Auditor's Office.

Operate PCs or laptops, scanners, photocopier, ten key, etc.

Perform records searches for a wide variety of customers.

Interpret numerous and varied RCWs and WAC that apply to recorded documents; answer technical and difficult questions regarding records on file; assist the public at the counter and/or on the phone with relevant questions and inform them of possible solutions.

Print daily till balance sheet from the recording system; balance with cash receipts and receipt book, and make the daily deposit of funds received to the Treasurer's Office using the county's proprietorial financial system.

SELECTION CRITERIA

Knowledge, Skills and Abilities

- Knowledge of general office practices and procedures.
- Knowledge of business English, grammar, spelling and arithmetic.
- Some knowledge of the basic principles and practices of clerical bookkeeping as required by this position.
- Knowledge of basic Word and Excel programs.
- Ability to understand and apply available guidelines to varied operational requirements and to follow stated oral and written instructions.
- Ability to operate equipment associated with the position and follow office methods, rules, and policies.

EXPERIENCE, EDUCATION, AND TRAINING

Two (2) years 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.

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