



FRANKLIN COUNTY JOB POSTING

Office Assistant

Open Date: 12/05/2018	Location: Public Works, 3416 Stearman Ave, Pasco
Close Date: 12/19/2018	Type: Full-Time, Non-Bargaining
Reports to: Administrative Assistant	FLSA Status: Non-Exempt
Salary and Benefits: Grade 13, Starts at \$17.72 Hourly; Full Benefits Package	

SUMMARY

The Office Assistant performs clerical and administrative duties to contribute to the efficient office operation within the Public Works Department, including filing, data entry, form preparation, answering phones, managing calendars, and fielding Public Works-related questions from employees and the general public.

ESSENTIAL FUNCTIONS OF THE JOB

- Assists with overall office operations, providing administrative support to the Public Works Department. Assists with administrative tasks involving personnel, typing, editing, and proofing correspondence, and development of forms and clerical procedures and for the department.
- Assists the public, employees, managers, and vendors by phone, correspondence, or in-person regarding Public Works processes, policies, and related procedures, referring to the appropriate Public Works staff member as needed.
- Assists with the maintenance, organization, and updating of department files, records, lists, and logs on computerized and manual record keeping systems ensuring accuracy.
- Assists with department fiscal functions, including payroll and accounts payable entry, purchase orders, cash receipting, and data reconciliation ensuring alignment with department goals and objectives and in compliance with Franklin County standards and practices, and maintains related records.
- Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of Franklin County business and financial acumen and the application and interpretation of Franklin County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment.
- General troubleshooting skills to resolve issues or problems by analyzing trends and problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and communicating and/or implementing recommendations in support of goals and maintaining compliance.
- General time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- General Skills in Microsoft Office Suite, the internet for research and the ability learn and develop proficient skills in the County-wide and Public Works enterprise resource planning software.
- Ability to maintain the confidentiality of sensitive and confidential information.
- Ability to write and speak clearly and concisely and to express ideas and recommendations effectively, orally, and in writing.

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- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.
- Ability to identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
 - constantly: in an office environment, and
 - occasionally: near moving mechanical parts, outdoor weather conditions, and near dirt, dust, and shavings, exposed to other environmental conditions when interacting with employees who work in those conditions.
- The noise level in the general work environment is moderate as in a standard business office.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
 - constantly: talk or hear and use hands, fingers to handle or feel, or operate equipment or tools,
 - frequently: stand, walk, or sit for extended periods of time; climb, pull, push or balance, and
 - occasionally: stoop, kneel, crouch, or crawl; reach with hands and arms.
- carry or transport items:
 - frequently: up to 10 pounds, and
 - occasionally: between 11 and 50 pounds.
- have close vision (1- 20 inches) and have the ability to adjust focus.

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma, or G.E.D.
- Two years of progressively responsible clerical or administrative experience.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

PREFERRED EDUCATION AND EXPERIENCE

- Customer service experience.
- Experience working in the public sector.
- Ability to speak, read, and write in Spanish.

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LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid driver's license if driving a vehicle for County business.

OTHER DUTIES DISCLAIMER

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements, and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add, or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Refer to Franklin County Website for complete job posting and application instructions.

APPLICANTS MAY PICK UP AND RETURN THE APPLICATION TO:

Franklin County Human Resources • 1016 N.4th Avenue • Pasco, WA 99301 • 509-546-5813

OR DOWNLOAD FROM THE COUNTY WEBSITE AT: www.co.franklin.wa.us

E-MAIL COMPLETED APPLICATION PACKAGE TO: hr@co.franklin.wa.us

Selection based on qualifications, interview, background checks and drug screening, where applicable.

FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

If you require an accommodation in the recruitment process or an alternate format of applications materials, contact the Human Resources Department at 509-546-5813.