EMPLOYMENT OPPORTUNITY

Fairgrounds

Position: Administrative Specialist
Starting Salary: $16.87 per hour
Location: Fairgrounds
Employment Type: Full-time (33 to 40 hours/week); benefits apply

Open: November 15, 2013 Close: November 29, 2013 at 5:00 p.m.

Brief Duties and Responsibilities: The Administrative Specialist performs skilled operational duties and office management processes and is the direct assistant to the Fairgrounds General Manager. The position assists in budget preparation and monitoring during the year, vouchering all invoices and maintaining records. The position includes managing the fairgrounds property rental processes, scheduling facility use, preparing contracts, ensuring proper insurance coverage, communicating and coordinating with staff and other fairgrounds representatives. Prepares payroll, tax forms, and reconciles several bank accounts. Conducts administrative business as required in the absence of the General Manager. Must maintain a high degree of confidentiality and possess superior human relations skills. Position will require working some nights and weekends. Working over forty (40) hours during the Fair and Frontier Days is required.

Working Conditions: Typical work is performed in an office setting but may include work outdoors from time-to-time: requires sitting and standing for extended periods, walking over rough and uneven surfaces, bending, reaching overhead, lifting up to twenty-five (25) pounds and driving small motorized equipment; outside work in various weather and in barnyard environment. May be exposed to dust, dirt, and pollen.

Minimum Qualifications: Minimum high school graduation or GED and two (2) years office experience required; college level course work in secretarial trade preferred. Bi-lingual Spanish skills helpful but not required.

Application: Contact the Personnel Department at the County Legislative Building, 314 W. Main Street, Room 216, Walla Walla, Washington, or visit our website at www.co.walla-walla.wa.us to download a copy. Mailing address: Personnel/Risk Manager, PO Box 1506, Walla Walla, WA 99362, fax (509)524-2603, call (509)524-2600 or email dschueler@co.walla-walla.wa.us

SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, AND ORAL INTERVIEW.

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