

WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
Phone: (509) 524-2600 □ Fax: (509) 524-2603

EMPLOYMENT OPPORTUNITY

Fairgrounds

Position: Office Coordinator
Starting Salary: \$3711 to \$3897 per month DOE
Location: Fairgrounds
Employment Type: Full-time, Benefits Apply

Closes: December 28, 2018 at 4pm

Job Summary: Performs a variety of specialized duties related to all aspects of event ticketing for the Walla Walla Fair & Frontier Days and Fairgrounds events. Performs lead supervision for general office work and accounting functions including payroll, accounts payable and receivable. This work requires a highly responsible person with good computer skills and accurate accounting skills. Position involves considerable contact with the general public plus public and private officials. Work to be performed with accuracy, efficiency, integrity and quality. Must maintain high degree of confidentiality and possess superior human relations skills.

Working Conditions: This position requires the manual dexterity and visual acuity to operate personal computers, other office equipment and peripherals. Requires sufficient hearing and speech ability to communicate verbally. Must be able to sit and/or stand for extended periods of time, bend, twist, stoop to access files, and lift twenty-five (25) pounds. Ability to drive vehicles and travel as may be required.

Minimum Qualifications: Bachelor's degree in a relevant field of studies i.e. business administration, accounting; or four years of documented progressively responsible clerical and financial experience applicable to the work of the position. Supervisory experience of two years is required. Consideration given for substitution of five years of any combination of experience, education and training that would provide the level of knowledge and ability required.

Application: Resume and cover letter required. Contact the Human Resources 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 and/or apply online. Mailing address: Human Resources, PO Box 1506, Walla Walla, WA 99362, (509) 524-2600. hr@co.walla-walla.wa.us

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

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT