

# WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362  
Phone: (509) 525-2600 □ Fax: (509) 524-2603

## EMPLOYMENT OPPORTUNITY

### Clerk's Office

**Position:** Office Assistant/Receptionist  
**Salary:** \$14.90 per hour  
**Location:** Clerk's Office  
**Employment Type:** Part time (up to 20 hrs./wk.), Courthouse Union

**Open:** January 14, 2019      **Close:** February 1, 2019 at 4:00 p.m.

**Brief Duties and Responsibilities:** Performs a variety of entry-level clerical work of moderate difficulty and complexity requiring general knowledge of court procedures and department functions including data entry, filing and processing of court documents, and scanning of documents. Assist in the Court Room when needed. Employee works with general supervision from supervisor or other staff. Usually receives specific instructions for special tasks but performs daily and routine filing independently.

**Working Conditions:** Work is performed in the usual office environment. Physical abilities required for this position are ones typically related to office operations including, manual dexterity and visual acuity to operate personal computers and other office equipment, access filing system, and have sufficient hearing and speech ability to communicate verbally. Must possess physical ability to sit for long periods of time while performing clerical duties, able to lift up to 20 pounds, climb and balance on step stool to obtain or replace files.

**Minimum Qualifications:** High school diploma or equivalent with general office experience including record keeping and filing. Must successfully pass a background check and a driving record check. Valid driver's license required.

**For Application:** Contact the Human Resources Dept. 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](http://www.co.walla-walla.wa.us) to download a copy and apply online. Mailing address is: HR/Risk Manager, PO Box 1506, Walla Walla, WA 99362, fax (509)524-2603, call (509)524-2600 or email [hr@co.walla-walla.wa.us](mailto: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