

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

JOB TITLE: Office Assistant I/Clerk & Receptionist
DEPARTMENT: Assessor's Office
REPORTS TO: County Assessor
PAY RANGE: 18, Full-time (35 hours/week); benefits apply

JOB SUMMARY: Performs specialized and responsible clerical, data entry, and word processing duties for one or more office procedures or functions for the County Assessor's Office Staff Position requires considerable initial contact with the public and other offices and departments. Work is performed independently and requires application of human relations skills and accuracy in a rapid pace environment.

SUPERVISORY RESPONSIBILITIES: This position holds no supervisory responsibilities.

ESSENTIAL FUNCTIONS:

- Primary contact for the Assessor's Office by either walk-ins or telephone.
- Prepare correspondence and reports
- Provides office support to all office staff as required.
- Prepare Board of Equalization packets for appeal process.
- Enter building permits in to system and file for appraiser's review.

EXAMPLE OF DUTIES:

- Schedule appointments for Assessor.
- Open and distributes mail.
- Answer inquires of the public in person and over the telephone and give out appropriate forms and documents.
- Provide information to taxpayers, realtor, surveyors, lawyers, and the general public.
- File and index materials alphabetically, numerically, chronologically, or by special document system.
- Utilize TerraScan computer system.
- Maintain permit file on a continuous basis.
- Maintain coffee room duty list.
- Maintain stamps for office use.
- Assist in the creation of the Current Use booklet and the Assessment guide yearly.
- Receives training to assist other administrative personnel

EQUIPMENT TO BE USED: Operate a variety of office machines and equipment including computers (PC), scanner, printers, fax, folder, copier, and digital camera. Uses computer software including Microsoft Office Suite.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: Work is performed in an office setting. Must be able to lift up to 10 pounds, sit for extended time. Physical abilities required for this position are ones typically related to office operations; manual dexterity and visual acuity to operate personal computers and other office equipment; accessing file cabinets; and sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Knowledge of organization and administrative procedures; office management principles, methods and practices and basic bookkeeping.
- Knowledge and ability in English including spelling, grammar, and punctuation.
- Knowledge and ability in operating office equipment including computers and software.
- Ability to maintain confidential information.
- Knowledge of modern business methods, equipment, and proper construction of correspondence.
- Ability to interpret and apply departmental policies, laws, and rules as needed.
- Ability to work independently with minimal supervision
- Ability to compile and maintain records and prepare reports.
- Ability to communicate clearly in orally and in writing.
- Ability to understand and carry out directions.
- Ability to work effectively with public, staff, and other professionals.

EDUCATION AND EXPERIENCE: High school diploma or equivalent. 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.

LICENSES AND OTHER REQUIREMENTS: Valid driver's license.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.