

OKANOGAN COUNTY COMMISSIONERS'

RESOLUTION 86 - 2021

A resolution reinstating a Full-Time Employee (FTE) Clerk III position in the Commissioners' office and authorizing the position to be filled.

WHEREAS, the Board of Okanogan County Commissioners recognize the necessity for its office to be staffed at a level that allows it to operate efficiently and serve the public in an organized and timely manner; and

WHEREAS, the Board of Okanogan County Commissioners has determined the need to fill a clerical support position to assist with daily tasks associated with the actions of the Board of Okanogan County Commissioners; and

WHEREAS, the job description has been reviewed by Human Resources and determined to be most appropriately classified as a Clerk III; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Okanogan County Commissioners that effective August 3, 2021, the Board hereby authorizes a non-bargaining FTE Clerk III position, (COM007CK3-003), in the commissioners' office to perform the work established in the attached job description including administrative tasks associated with the county's American Rescue Plan Funds that are assigned by the Clerk of the Board; and

BE IT FURTHER RESOLVED by the Board of Okanogan County Commissioners that the position be funded and paid from BARS 001.007.010.511.60.11.07 Clerk III at grade 10 step 1-3, depending on experience; and


BE IT FURTHER RESOLVED by the Board of Okanogan County Commissioners that the Department may fill the position of Clerk III; and

DATED at Okanogan, Washington this 3 day of August, 2021

**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**


Chris Branch, Chairman


Approved Remotely
Andy Hover, Member


Jim DeTro, Member

ATTEST:


Laleña Johns, Clerk of the Board





POSITION DESCRIPTION

TITLE: CLERK III FTE– COMMISSIONER’S OFFICE

Scope of Responsibility: This position is Full-Time Employee (FTE) and will be responsible for a wide variety of general clerical duties including but not limited to file and records management in the Commissioner’s Office. The assigned duties are routine in nature and moderately complex and normally facilitates the work of others or provides assistance to others on a timely basis. This position reports directly to the Clerk of the Board and is a confidential position.

Supervisory Responsibility: None

Essential Functions:

- Scanning, filing, organizing and archiving records and files according to company policies and procedures in both computer and paper filing systems
- Typing reports, letters and other business documents
- Answering telephone calls and emails and redirecting inquires to other employees when appropriate
- Ordering, stocking and managing office supply inventories and copier machine
- Modify or improve filing systems or implement new filing systems
- Receiving and processing commissioner action items
- Providing customer service to individuals requesting information while also following company guidelines and observing any legal or confidentiality restrictions on information sharing
- Operating telephone systems to answer and route incoming and interoffice calls, along with taking and delivering messages, scheduling inquiries and managing call routing based on requests and company policies
- Researching records for the Clerk and for public records requests maintaining request log and tracking the movement of files and information through schedules and calendars to ensure no records are lost or misplaced
- Preparing new files and setting them up in both the computer and paper systems according to company procedures to ensure information is complete and files are included in all systems
- Assisting with the preparation of billings, balancing receipts and preparing receipts for deposit with the Treasurer’s Office.
- Assisting the Deputy Clerk of the Board with accounts payable responsibilities such as placing orders; inputting accurate invoice data into accounting software for payment; assigning account codes; and reconciling invoices with reports, contracts and vendor statements.
- Send and receive copies via Fax machine; photocopy documents; sort and distribute mail; perform messenger service within or between departments.
- Assist in processing letters and other mailings for distribution which includes folding, stapling, labeling and counting.

- Scan and read incoming materials to determine how and where they should be classified
- Assist departmental staff in special assignments or daily routines.
- Perform other duties as directed by the Clerk of the Board including but not limited to ARPA funds administration tasks.
- Appearing for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.
- May take notes or minutes at meetings and transcribe proceedings.
- Process all incoming and outgoing correspondence.
- Work with electronic storage media, such as hard drives, floppy drives, and CD-ROMs.

Minimum Qualifications:

- High School diploma, GED or equivalent
- Two years Professional clerical experience preferably in public service.
- Valid Washington Driver License.
- Must be proficient in Microsoft Office.

Knowledge, Skills and Abilities:

Knowledge of:

- Recordkeeping techniques.
- Modern office methods procedures and equipment, including computer terminals/personal computers.
- Correct and effective use of English, grammar, spelling, punctuation, business English, and business math.
- Acceptable telephone and communication techniques.
- Use and care of modern office equipment, including computer terminals/personal computers, related peripheral equipment and software.

Ability to:

- Maintain responsibility for a variety of routine duties without regular direction.
- Understand and execute oral and written instructions and apply available guidelines to varied operational requirements.
- Perform a variety of tasks requiring a high level of accuracy and attention to detail.
- Meet and handle deadlines by prioritizing workload while maintaining professional demeanor under heavy workload and stressful interpersonal situations.
- Effectively employ principles of good business correspondence.
- Operate standard office equipment such as personal computers and associated software, calculators, and copiers.
- Establish and maintain effective working relationships as required in work assignments.
- Communicate effectively and professionally with people of all ages and from a diversity of cultural, economic and ethnic backgrounds verbally and in writing.
- Develop and maintain records, prepare related forms, applications, documents, statement and reports.
- Travel between facilities; attend training and conferences in passenger vehicle.

Physical Demands:

This position requires the ability to perform those activities to complete the essential functions of the job. The working environment for this position is primarily in an office setting; however individual shall be expected to attend meetings, conferences, seminars and other job-related activities. The duties are usually sedentary but may require standing, walking, maintaining balance, climbing stairs/stepstools and inclines, kneeling, bending, stooping, crouching, reaching, pulling, twisting; requires sense of touch, finger dexterity. Ability to grip with fingers and hands and ability to exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Requires ability to discern voice conversation, to see with close, far, side vision with depth perception. Prolonged and regular hand and wrist movement related to computer keyboarding.

Acknowledgements:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

Employee Signature

Date

Supervisor Signature

Date

Department Head Signature

Date

Effective Date: 08/03/2021	EEO Code: 6	Department: Commissioner's Office
Dates Amended: 08/03/2021	Union: None	Division: None
FLSA Exempt: No	Grade: 10	Pos #: COM007CK3-003