



WALLA WALLA COUNTY

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



EMPLOYMENT OPPORTUNITY

WSU Cooperative Extension

Position: Senior Office Assistant/Receptionist
Starting Salary: \$18.46 to \$24.74 per hour DOE, DOQ
Location: WSU Cooperative Extension Department
Employment Type: Part-time, 15-24 hours per week - Open until filled
Part Time Benefits Include:
***1 hour of sick leave for every 40 hours worked per RCW 49.46.010(3).**

Brief Duties and Responsibilities: This position provides support and assistance to WSU Extension Office personnel by working and communicating with the public in a variety of ways: answering the WSU Extension office phone and providing information; greeting office visitors and providing public information and hand-out materials. Performs general office duties using a variety of office machines and computer software programs, such as data entry software and Microsoft Office. Hours may vary depending on workload; flexibility in working schedule is required.

Working Conditions: Work is most often 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 and lifting up to forty (40) pounds.

Minimum Qualifications: High school diploma or equivalent and two (2) years of progressive office experience and data entry skills of 40 wpm. Proficiency in Microsoft Office programs including Word, Excel, Access, Power Point, web design and desktop publishing is preferred. Valid driver's license required. Must have the ability to attend meetings, events, and workshops outside of regular work hours. Must successfully pass a background check and a driving record check.

Application: **Application, resume and cover letter required.** Visit our website at www.co.walla-walla.wa.us to download a copy of the job description and to apply online.

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



GENERAL INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

EMPLOYMENT

ELIGIBILITY LISTS: Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

Mailing Address:
Human Resources/Risk Manager
P. O. Box 1506
Walla Walla, WA 99362

Human Resources/Risk Manager
314 W Main Street, 2nd Floor
Walla Walla, WA 99362
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Web site: www.co.walla-walla.wa.us