EMPLOYMENT OPPORTUNITY
Administrative Clerk I

Date: September 18, 2018

Applications Accepted Until: This position is open until filled. Applications will be reviewed continuously beginning on Wednesday September 19th.

Please contact Su Tipton for more information at wsufinancial@co.jefferson.wa.us

Department: WSU Jefferson County Extension

Reports to: Extension Director

Location: 121 Oak Bay Road, Port Hadlock (WSU Extension office- Kivley Center)

Employment status: Part-time

Compensation: $14.63 per hour

Hours per week: 20 hours

Administrative Clerk I- WSU Jefferson County Extension

Persons in this position provide administrative support for the Extension Director, Administrative Assistant-Lead, and other staff and WSU faculty as assigned. Performs duties associated with office reception and administration including general clerical work. Answers phones, greets customers and volunteers, and maintains files. Maintains office website and on-line calendars, resource libraries, postage, and office supply inventories and provides receptionist and front office support.

Qualifications: High School diploma or general education degree (GED) and one (1) year administrative assistance experience; or equivalent combination of education and experience.

A complete job description is available by clicking on the link below. An application may be obtained by clicking the link in the sidebar to the right. Please submit an application using one of the following methods: Email: jeffbocc@co.jefferson.wa.us Fax: 360-385-9382; Mail: Jefferson County Commissioners’ Office; PO Box 1220, Port Townsend, WA 98368; In Person: Jefferson County Commissioners’ Office, Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, WA 98368. This position is open until filled. Applications will be reviewed continuously beginning on September 19, 2019. EOE
JEFFERSON COUNTY
Job Description

Job Title: Administrative Clerk I
Department: WSU Extension
Reports to: WSU Extension Director
FLSA Exempt Y/N: NO
Union: UFCW
Salary Level: Grade 18
Location: 121 Oak Bay Road, Port Hadlock, WA
Approved by: Human Resources Manager
Approved date: August 2018

SUMMARY: Performs duties associated with office reception and administration including general clerical work and Internet based research. Answer phones, greet customers/volunteers, and maintain files. Maintain office web-site and on-line calendars, resource libraries, postage and office supply inventories, by performing the following duties.

Ensure that office and facilities are open for regular business hours. Provide keys and security training to all meeting room users including those accessing the facility outside of business hours.

Answer the phone and greet visitors in a timely, friendly manner. Ensure that inquiries are either answered or routed to others promptly, which may require program and/or Internet research. Represent WSU Jefferson County Extension in a courteous, helpful manner.

Process incoming and outgoing mail and correspondence. Distribute mail to office staff open envelopes, date stamp mail, and place in individual program boxes.

Schedule room reservations. Track use of facilities using office software. Create timely billing invoices using appropriate software programs.

Support WSU staff to increase visibility, market programs, and provide information to local residents and citizens. Develop and disseminate press releases to local news media, create flyers, maintain office bulletin boards, and develop other printed material and flyers as requested by staff.

Increase public awareness of WSU programs by managing information in the front office environment and maintaining an online events calendar and the WSU Jefferson County Extension website.

Coordinate events and support program managers by scheduling facilities and equipment, processing class registrations, assembling handouts/notebooks, preparing mailings, and compiling reports from event evaluations.

Monitor, track and order office equipment and supplies.
Coordinate front office volunteers including court-ordered community service volunteers who are assigned to work in the front office and general office volunteers.

Ensure complete volunteer application. Screen potential volunteers to make sure they are suitable to work in the front office.

Provide orientation and training to front office volunteers. Assign tasks for volunteers to perform. Monitor and evaluate work of volunteers.

Perform other duties as assigned or required.

SUPERVISORY RESPONSIBILITIES:
No supervisory responsibilities.

COMPETENCY: To perform the job successfully an individual should demonstrate competency in the following:
Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of status or position; accepts responsibility for own actions; follows through on commitments.
Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and material properly.
Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays or unexpected events.
Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality, listens to others without interrupting; keeps emotions under control; remains open to other's ideas and tries new things.
Technical Skills - Pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
Cost Consciousness - Works within approved budget; conserves organizational resources.
Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically, upholds organizational values.
Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
Quantity - Meets productivity standards; completes work in a timely manner; strives to increase productivity; works quickly.
Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes task on time or notifies appropriate person with an alternate plan.

QUALIFICATIONS - To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School diploma or general education degree (GED) and one (1) year administrative experience; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to communicate effectively and to read, analyze and interpret documents such as County policies, instruction manuals, and software documentation.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized and non-standardized situations.

COMPUTER SKILLS
To perform this job successfully an individual should have knowledge of database software, Internet software, spreadsheet software and word processing software.

OTHER KNOWLEDGE, SKILLS & ABILITIES
Knowledge of programs and activities in order to answer questions with accuracy and completeness.

Knowledge of room capacity, available equipment, user fees and billing information.

Knowledge of State laws, County regulations and policies, and the ability to learn and understand laws, policies and procedures.

Ability to remain Cahn and productive in a busy office under stressful conditions. Ability to decipher inquiries effectively, access available data, and research or give information to customers and callers, ensuring accurate and timely responses.

Ability to deal with a variety of people with tact and in a pleasant manner with a high degree of professionalism.

Ability to establish and maintain effective working relationships with officials, volunteers, and the general public.
Ability to work as part of a team and to creatively problem solve with others. Ability to work effectively with staff to design and produce effective and attractive flyers, brochures, and marketing materials and to ensure timely release of press notices.

Ability to handle multiple tasks, and multiple interruptions on an ongoing basis. Ability to grasp new techniques and deal with rapid changes in events.

Ability to maintain confidentiality, high standards for accuracy, completeness and efficiency in the preparation of reports and documents.

Ability to track program attendance and impacts of program attendance

Ability to develop/up-date web-site, flyers and posters.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Washington State Driver's license.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, and feel objects, tools, or controls; and to talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

CAREER LADDER POSITION
This position is the entry level position on a career ladder for Administrative Clerks. The next position is an Administrative Clerk II. Advancement from Administrative Clerk I to Administrative Clerk II within the career ladder requires completion of requirements for Administrative Clerk II and a positive recommendation from the Department Director.
JEFFERSON   COUNTY   WASHINGTON

PERSONAL INFORMATION

Last Name: __________________________ First: __________________________ Middle: __________________________ Date: __________

Mailing Address: __________________________ Home Phone: __________________________

City, State, Zip: __________________________ Business Phone: __________________________

Have you ever applied for employment with Jefferson County? □ YES □ NO

If yes: Month & Year: __________________________ Department: __________________________

Position Applying For: __________________________ Department: __________________________ Pay Expected: __________________________

Are you available for full time work? If not, what hours or schedule can you work? __________________________

Are you legally eligible for employment in the United States? If no, please give reason. __________________________

If under 18 years of age do you have a work permit? __________________________

Do you have a valid Washington State Driver's License? If yes, list the number: __________________________

Do you have a valid Washington State CDL? If yes, list the number and the class: __________________________

Do you have relatives working for Jefferson County? □ YES □ NO How did you learn of this position? __________________________

If yes, give name, relationship and Department: (There are some limitations on the employment of relatives. Each case is considered separately for potential conflict of interest.)

Name: __________________________ Relationship: __________________________ Co. Department __________________________

Name: __________________________ Relationship: __________________________ Co. Department __________________________

Name: __________________________ Relationship: __________________________ Co. Department __________________________

Have you ever worked for or are you acquainted with other County employees? If yes, please identify. □ YES □ NO

Name: __________________________ Co. Department __________________________

Name: __________________________ Co. Department __________________________

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Name: __________________________ Co. Department __________________________

Name: __________________________ Co. Department __________________________

Any misrepresentation or omission made by me on this form or any supplement will be sufficient grounds for immediate termination.

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### EDUCATION

<table>
<thead>
<tr>
<th>Type of School</th>
<th>Name &amp; Location of School</th>
<th>Course of Study</th>
<th>Yrs. Completed</th>
<th>Did you Graduate?</th>
<th>Degree or Diploma</th>
</tr>
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<tbody>
<tr>
<td>High School</td>
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<tr>
<td>Technical School</td>
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<td>Community College</td>
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<td>College/University</td>
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<td>Other:</td>
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<td>Yes</td>
<td>No</td>
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</table>

### SKILLS

#### I. OFFICE

- Keyboarding Speed: __________ words per minute
- Do you have any computer experience? (Check all that apply)
  - [ ] Personal Computer
  - [ ] PC on Network
  - [ ] Main Frame Terminal

  a) Level of Skill -
  - [ ] Beginner
  - [ ] Proficient
  - [ ] Advanced

  b) Years of Operating Experience

  c) What software programs have you used?
  - [ ] MS Word
  - [ ] Other word processing program(s) - List
  - [ ] MS Excel
  - [ ] Other spreadsheet program(s) - List
  - [ ] Database Program(s) - List
  - [ ] Windows
  - [ ] E-mail (list)
  - [ ] Publishing Program(s) list

#### II. EQUIPMENT OPERATIONS OR TRADE SKILLS

- [ ] Microsoft Certified Professional (MCP) in 2000 or 2003 Server
- [ ] Other (list)

### Membership in Professional/Civic Organizations or Military Experience

(Exclude those which may disclose your race, color, religion, or national origin)

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# EMPLOYMENT HISTORY

When listing former employers start with your most recent employer.

## 1. Company Name

<table>
<thead>
<tr>
<th>Telephone (include Area Code)</th>
<th>Employed (State Month &amp; Year)</th>
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<tbody>
<tr>
<td>From:</td>
<td>To:</td>
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</table>

<table>
<thead>
<tr>
<th>Name of Supervisor</th>
<th>Pay</th>
<th>Per Hour</th>
<th>Per Month</th>
<th>Per Year</th>
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</thead>
<tbody>
<tr>
<td>Start $</td>
<td>Last $</td>
<td>Hours worked week</td>
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</tbody>
</table>

**Reason for Leaving**
- Job Title
- Describe your work.

## 2. Company Name

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**Reason for Leaving**
- Job Title
- Describe your work.

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**Reason for Leaving**
- Job Title
- Describe your work.

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*in evaluating your application we may contact the employers listed above unless you list below those you do not want us to contact and state the reason why we should not contact them.*

Do Not contact Employer number: __________

Reason:

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*Any misrepresentation or omission made by me on this form or any supplement will be sufficient grounds for immediate termination.*

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DRUG POLICY

It is the policy of the Employer to maintain a drug free workplace. Employees who are observed in possession or using controlled substances (drugs) will be terminated and may have criminal actions filed against them. If you are affected by or become an abuser of drugs or alcohol you may ask for help from your supervisor.

EQUAL OPPORTUNITY STATEMENT

Equal opportunity is the policy of this Employer and employment opportunities will NOT be limited because of race, color, religion, sex, or nationality and will be so applied. This Employer affirmatively seeks to employ and advance qualified Veterans of Vietnam and recent conflict as identified in Federal Law and disabled Veterans. Hiring, promotions, lay-off, discharge, rates of pay, training and other employment activities will be consistent with this Equal Opportunity Statement. The Employer abides by the principles of the Age Discrimination in Employment Act (ADEA) and does not unlawfully discriminate on the basis of age. This Employer complies with the Americans with Disabilities Act (ADA) when requested to make an accommodation.

NO EMPLOYMENT CONTRACT

I, understand that if employed, I am employed AT WILL and that no contract between myself and this Employer is created except the agreement on disputes below, by completion of this application, my receiving employment, my continued employment or my receiving benefit of employment of any type. No promises of any form or nature have been made to me, no guarantee of any length of employment is or shall be binding on this Employer, unless in writing. I reserve my right to terminate my employment at any time and the Employer has the same right at any time.

SIGNATURE AND ACKNOWLEDGMENT

I, the below signed, make this application as an inducement for this Employer to employ me. I have read this completed application, including Equal Opportunity Statement and I certify that entries made by me are without omission and are a full, truthful account of my present and past activities. I authorize and give the right to this Employer to make a thorough, vigorous investigation of all entries made on this form by me and other material I have provided. Any false or misleading statement or entry on this form and other material I have provided IS cause sufficient for my immediate termination, if I am employed. I agree to payroll deduction of overpayments made to me.

Date:                      This is a legal document, read it carefully before signing.

______________________________________________________________
Applicant's Signature
AUTHORIZATION TO RELEASE INFORMATION

Print Name of Applicant: ________________________________ Date: ________________

I authorize any person, corporation, company, agency, or other entity, whose name and address I provide in my application or other materials I have provided to Jefferson County, to release information.

AUTHORIZATION

I, the above named applicant, the below signed, do hereby authorize the receiving person, corporation, company or other entity to FULLY AND COMPLETELY DISCLOSE any and all facts regarding my employment, character, work habits, skills, or other employment related information requested by Jefferson County, or their agents, who bear this authorization and to whom I have provided your name and address as a reference.

RELEASE

In consideration for assisting me in my application for employment, I the above applicant, the below signed, hereby RELEASE AND HOLD HARMLESS the reference recipient person, corporation, company or other entity receiving this release from any and all possible damages, direct or consequential, immediate or remote, of all forms or types, that I may sustain or allege to sustain by virtue of the recipient person, corporation, company, or other entity from complying with my request to fully and completely comply with the investigation, inquiry or interests of this Employer to whom I have made an application for Employment and the bearer of this Authorization. I have given my consent to reproduce this release and such copy shall be considered to be the original for all purposes whether such copy be by photo reproduction or an electronically transmitted facsimile. By my signature I release any and all parties from any and all liability for any and all statements, writings, conversations or communications of any form, with this Employer regarding any entry on this application and other material I have provided.

If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

This is a legal document, read it carefully before signing.

Applicant's Signature: ________________________________

Witness' Signature: ________________________________ Witness' Address: ________________________________

PERSONAL REFERENCES (Optional)

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<thead>
<tr>
<th>Name:</th>
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AFFIRMATIVE ACTION DATA

Name:

TITLE OF JOB YOU APPLIED FOR:

Department: ______________________ Date: ______________________

It is the policy of Jefferson County to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, sex, age, marital status, veteran status, sexual orientation or the presence of any mental or physical disability.

To help us comply with government record keeping, reporting and other legal requirements, please complete the affirmative action data below. Providing this information is voluntary and will be kept in a confidential file separate from the application form.

**Ethnic Category (Choose only one.)**

☐ White (not Hispanic origin) – those having origins in any of the original peoples of Europe, North Africa or the Middle East.

☐ Black (not Hispanic origin) - those having origins in any of the Black racial groups of Africa.

☐ Hispanic - those of Cuban, Mexican, Puerto Rican, Central or South America or other Spanish culture or origin regardless of race.

☐ Asian or Pacific Islanders - those having origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent or Pacific Island.

☐ American Indian or Alaskan Native - Those having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

AGE: ________ SEX _________ Marital Status _________

Are You Disabled? (if yes, please explain)

________________________________________________________________________

________________________________________________________________________