



Employment Opportunity

Kittitas County, Washington

POSTED: 9/25/15

CLOSES: Open until filled

RECORDS DEPUTY I

The current vacancy in the Auditor's Office is a full-time, non-exempt position with benefits expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening will commence 10/2/15 and continue until a suitable candidate has been found.

SALARY RANGE: \$2,365 - \$2,686 per month

ESSENTIAL FUNCTIONS:

45% Customer Service

- Respond to and resolve customers' questions at the counter and on the telephone; answer inquiries about laws, standards, procedures, services, and fees that apply to the recording department; refer to other departments if needed.
- Search for and retrieve information regarding recorded instruments, make standard and/or certified copies of documents and maps for public, County personnel, and other agencies.
- Collect fees and process monetary transactions with accuracy; responsible for contents of cash drawer; balance legal receipts with individual cash drawer each day and audit to computer report.
- Determine and designate appropriate recording or filing information.
- Train public and other County personnel in use of public computer, and microfilm equipment in Recording Department.
- Issue marriage licenses according to Washington State law.
- Prepare state marriage certificates for Auditor.
- Process monetary transactions with accuracy; responsible for contents of cash drawer; balance legal receipts with individual cash drawer each day and audit to computer report.

30% Records Maintenance

- Preview documents submitted to assess suitability for recording according to Washington State law and advise of correct fees.
- Record documents and apply page information to recorded documents.
- Process monetary and billable charges from customers and appropriate agencies.
- Review instruments for legibility and condition for imaging.
- Image and index recorded documents for public retrieval by determining name information and property description.
- Process document reports for accuracy and correct any errors.
- Process returned State Department of Health Marriage Certificates by noting returned date, put in chronological order of return, give to Auditor for signature, prepare report and mail to State Department of Health.
- Prepare and distribute copies of Claim for Damages documents to appropriate departments.
- Assist supervisor and Auditor in formulating goals and objectives for the Elections/Recording Department.

Kittitas County is an Equal Opportunity Employer

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15% Election/Voter Registration/Licensing

- Review new voter registration application forms for completeness, process name changes, address changes, cancellations and other information changes as needed.
- Review candidate filing application for correctness and then register applicant.
- Review and approve applications for ballot(s) and issue appropriate ballot.
- Answer inquiries from voters and public.
- Post incoming ballots.
- Assist licensing department in synchronizing and mailing out internet renewals.
- Fill in for absent licensing agent to perform the following:
 - a. Vehicle license renewals;
 - b. Vessel license renewals;
 - c. Title Transfers, tonnage renewals;
 - d. answer questions regarding licensing;
 - e. process daily deposit/cash tax transmittal.

10% Special Projects and Support Functions

- Assist in special projects as assigned by management.
- Image surveys, short plats, plats and special projects. Import pre-computer data into Recording system: create document, apply recording data and index information
- Inspect, sign and process incoming certified, registered, express, or miscellaneous deliveries of mail and packages.
- Process daily receipt reconciliation report.
- Other duties as needed due to staff absences such as, preparing daily deposit, and process incoming/outgoing mail.

OTHER FUNCTION:

This job description is a summary of the primary functions and expectations for this position. Additional department related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- High School diploma or GED
- One year of relevant experience.
- Must possess a valid Washington State Driver's License.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must be proficient with computers, including Microsoft Office programs, and possess the ability to learn programs specific to the department and/or County quickly.
- Must possess excellent customer service skills, including proper phone etiquette, and handle difficult situations with ease.
- Must have the ability to process monetary transactions with accuracy.
- Must communicate effectively in a clear, concise manner, in verbal and written form.
- Must be familiar with common office equipment and be able to learn and apply new skills quickly.
- Ability to work independently and support a team environment.
- Ability to maintain confidentiality.
- Ability to produce and maintain accurate records.

- Ability to read, interpret, and explain proper procedures and regulations to a diverse population.

PREFERRED QUALIFICATIONS:

- Two (2) or more years of experience working for a public agency.
- Two (2) or more years working in a customer service position.
- Previous cash-handling experience.
- Previous experience working for a title company.
- Knowledge of the Public Records Act and/or Public Disclosure.

WORKING CONDITIONS:

Work is generally performed in an office environment; sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push, and/or carry up to 25 pounds or potentially more with assistance; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; ability to stand, walk, stoop, kneel, crouch, ascend/descend stairs, grasp, and reach with arms and legs. Occasional travel is required for training opportunities and /or meetings. Safety regulations and policies must be adhered to at all times.

The work schedule is generally maintained during normal office hours, but could include variation such as extended shifts or weekends. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. The following items are required:

- 1) Kittitas County Employment Application and Supplemental Exam
- 2) Resume
- 3) Letter of Interest
- 4) Two (2) professional references and two (2) personal references.

SUPPLEMENTAL EXAM QUESTIONS:

1. This position requires one year of relevant experience. Describe how your experience and training meet the required knowledge, skills, and abilities of this position.
2. This office often has a line of customers out the door. Describe your experience working in a similar environment, and include how you work under pressure without an undue amount of stress to yourself and others.
3. Describe your experience explaining complex procedures to customers in person and on the telephone. Include the types of customers, the complexity of the subject matter, and at least one example of how you handled a problem and/or negative situation.
4. Have you worked as a Records Deputy in an Auditor's Office, or for a title company? If yes, for how long?