

# WALLA WALLA COUNTY

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

## EMPLOYMENT OPPORTUNITY

### Community Health Department

**Position:** Temporary Disease Investigator/Contact Tracer  
**Salary Range:** \$15.66/hour - \$20.96/hour  
**Location:** Community Health Department  
**Employment Type:** Temporary; Full time or Part time; This position will be during the COVID-19 pandemic

**Open Until Filled**

**Brief Duties and Responsibilities:** The Walla Walla County Department of Community Health (DCH) is hiring, training, and supervising a case investigation and contact tracing team across Walla Walla County in response to the COVID-19 pandemic. This largely virtual team is critical in minimizing disease transmission and slowing outbreak progression in the community. Additionally, it allows DCH to provide individuals with the education and support to protect themselves and their families. Through the case investigation and contact tracing process, individuals are provided with education and guidance to: understand their risk of illness; quarantine themselves from others who are not exposed; monitor themselves for illness; and minimize the possibility that they could spread the infection to others. See the job description for the complete list of essential functions.

**Working Conditions:** The working environment includes activities in multiple department venues. Physical abilities required for this position are ones typically related to office operations, sitting, standing, bending, reaching, and lifting up to twenty (20) pounds. Manual dexterity and visual acuity to operate computers, other office equipment, accessing file cabinets, and sufficient hearing and speech ability to communicate verbally.

**Minimum Qualifications:** Must be at least 18 years of age and possess a high school diploma or equivalent. Proficiency with computers required. Spanish speaking and/or other languages desired.

**Application:** Visit the County website at: [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us) to view the job description and apply online. 509-524-2600 fax 509-524-2603, [hr@co.walla-walla.wa.us](mailto:hr@co.walla-walla.wa.us)

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

**EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT**



## 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, 2<sup>nd</sup> Floor  
Walla Walla, WA 99362  
Phone: (509) 524-2600  
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