

WALLA WALLA COUNTY

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

EMPLOYMENT OPPORTUNITY

Treasurer's Office

Position: Foreclosure Technician
Hourly Wage Range: \$21.70 - \$29.04 per hour **Starting Wage:** DOE, DOQ
Location: Treasurer' Office
Employment Type: Part time (24 hours/week); Courthouse Union; Pro-rated
Benefits Apply

Open until filled

Brief Duties and Responsibilities: Position is responsible for supervising and implementing bad debt collection procedures including, but not limited to, real property foreclosures, personal property distraint, NSF check collections and bankruptcies. Requires the use of the Budgeting Accounting and Reporting System (BARS) and knowledge of state and federal contracts and Revised Codes of Washington (RCW). Requires personal initiative and independent judgment in decision-making and accuracy, and the application of human relations skills in a rapid pace work environment. Work is performed independently after initial introduction to all duties of the position, usually accomplished within six (6) months from hire. See the job description for the complete list of essential functions.

Working Environment/Physical Abilities: The working environment includes activities in multiple department venues and may include some out of office duties. Physical abilities required for this position are ones typically related to office operations, manual dexterity, and visual acuity to operate personal computers, other office equipment, accessing file cabinets, both on site and off, and sufficient hearing and speech ability to communicate verbally.

Minimum Qualifications: Knowledge and skills normally associated with someone who has an AA degree in Accounting or Finance and two (2) years' experience in foreclosure and collection proceedings, or any equivalent combination of education and work experience that, in the opinion of management, is equivalent. Possess a diverse background in all fiscal and clerical areas as needed for this position. See the job description for the complete list of qualifications, required knowledge and abilities.

Application: Walla Walla County application, resume and cover letter required. Visit www.co.walla-walla.wa.us to download a copy of the job description, application and to apply online. Mailing address: Human Resources/Risk Manager, PO Box 1506, Walla Walla, WA 99362, (509)524-2600, fax (509)524-2603, email hr@co.walla-walla.wa.us

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

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT