

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: \$17.84 to \$18.73 per hour DOE, DOQ
Location: WSU Cooperative Extension Department
Employment Type: Part-time, 15-24 hours per week

Open until filled

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. Mailing address: PO Box 1506, Walla Walla, WA 99362, fax (509)524-2603, call (509)524-2600 or email 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