

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: County Worker

BAND: A	GRADE: 1	SUBGRADE: 1	CLASS CODE: J23-0111
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	JOB FAMILY: General Help	OVERTIME STATUS: Non-Exempt

JOB SUMMARY: The County Worker performs basic and routine activities under close supervision in various County functions. Work involves following specific instruction accomplishing one or more defined tasks.

DISTINGUISHING CHARACTERISTICS:

County worker is a stand-alone class distinguished from other classes by the close supervision required including either on-site observation work or frequent review of work performed under clear and specific instruction. Positions in this class include short-term training positions as well as positions in which routine work allows for little or no judgement or discretion.

DUTY NO.	ESSENTIAL DUTIES:	BAND/ GRADE
1	Answers phones and greets visitors; screens calls, directs calls to appropriate parties; refers callers or visitors to correct destination; takes messages and/or provides routine information regarding the office function.	A1
2.	Opens, sorts, date stamps and distributes incoming mail; prepares outgoing mail or documents.	A1
3.	Gathers, organizes, copies, binds, and prepares documents, files and informational packets.	A1
4.	Types and/or enters data into a computer for a variety of documents such as correspondence, agendas, schedules and forms. Maintains data bases such as address lists, inventory check-out records and/or visitor records.	A1
5.	Performs basic cleaning duties such as sweeping, scrubbing, dusting, emptying waste baskets, clearing debris and washing dishes.	A1
6.	Sets up and takes down equipment such as folding chairs and tables; opens and closes facilities including checking, securing and locking facility.	A1
7.	Packs, loads and transports and unloads various supplies, meals or other materials at or to designated locations.	A1
8.	Pulls and files documents ensuring files remain in the proper order; routes files or documents to requesting party.	A1
9.	Receives and reviews for completion a variety of documents and applications, receives money for items, fees, services and/or donations.	A1
10.	Runs office errands such as picking up mail and reports and distributing files.	A1
11.	Performs other duties as required.	

Knowledge of: (Position requirements at entry):

Knowledge of:

- Grammar, spelling and punctuation;

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- Basic filing and file maintenance techniques;
- Customer service techniques;
- Phone etiquette;
- Basic knowledge of modern office practices.

Skills (Position requirements at entry):

Skill in:

- Answering phones and greeting visitors;
- Applying customer service techniques;
- Pulling and filing documents;
- Performing basic mathematical calculations;
- Learning new work processes;
- Using office equipment such as phones, copiers, calculators and fax machines;
- Using computer and related software applications;
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public;
- Communication, both oral and written, sufficient to exchange or convey information and to receive work direction.

Training and Experience (Position requirements at entry):

General combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

Licensing Requirements (Position requirements at entry):

Some positions may require a valid Washington State Driver's license and proof of insurance.

Working Conditions: Position may have the potential exposure to the following:

Environment: Pathogen exposure work in locked down facilities, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:

New Class: 01/98

Revised: 1/99

Revised: 12/22