CITY OF PUYALLUP
invites applications for the position of:

Office Assistant I (Court)

SALARY: $15.56 - $20.23 Hourly
$2,697.50 - $3,506.30 Monthly
$32,370.00 - $42,075.60 Annually

OPENING DATE: 11/04/16

CLOSING DATE: 11/14/16 05:00 PM

DEFINITION:
This Office Assistant I position is in the City of Puyallup's Municipal Court. Employees in this classification perform a variety of basic general office and clerical tasks to assist office personnel in the performance of their duties. Tasks follow well defined procedures which are highly routine. Normal attention to work is required to prevent errors. This position will have a great deal of contact with the public and other City employees. Work is performed in an office setting.

Employees in this classification receive direct supervision and initially are given highly detailed instruction on tasks assigned.

The city anticipates interviewing for this position on Friday, November 18, 2016.

ESSENTIAL FUNCTIONS:
Municipal Court:
Operates a personal computer; performs routine clerical duties such as: computer data entry using the court's case management system [Judicial Information System (JIS)], receipting revenue, assisting public at the front counter with general court inquiries, scheduling hearings from requests submitted at the front counter, acting as general support to court clerks and/or probation staff, document filing and performs other duties as assigned.

QUALIFICATIONS:
Knowledge of:

- Proper grammar, punctuation and spelling;
- Basic record keeping and filing practices;
- Generally accepted office procedures and practices;
- Basic arithmetic.

Ability to:

- Type accurately and accurately proofread all typed materials;
- Operate standard office machines such as personal computer, copier, typewriter, calculator;
- Understand and comply with both oral and written instructions;

- Comprehend organization structure and personnel in order to correctly direct mail, messages, and telephone calls;
- ·Deal with the public tactfully and courteously in person and on the telephone;
- Make accurate arithmetic calculations;
- Learn Permit Tracking Software System when applicable;
- Meet work schedules/deadlines;
- Establish and maintain positive, effective working relationships with those contacted in the performance of work; and
- Maintain regular, reliable and punctual attendance.

Education and Experience:
Graduation from high school or GED; high school level courses in Business and/or office practices; or substituting one (1) year of clerical experience; or a combination of education, experience, and training that indicates the ability to successfully perform the essential functions of the position listed above.

SPECIAL QUALIFICATIONS

- Possession of or the ability to obtain, and maintain throughout employment, a valid Washington State driver's license.
- For Municipal Court applicants, experience with the Judicial Information System (JIS) is preferred.

PHYSICAL CHARACTERISTICS AND WORK ENVIRONMENT:
Constant Demands: Sitting, talking, seeing, hearing. Frequent Demands: Standing, walking, kneeling/squatting, repetitive hand motion, handling/grasping objects, bending at the waist. Occasional Demands: Driving, lifting, carrying, climbing, pushing/pulling, climbing stairs and ladders, working at heights/balancing, lifting an average of 15 pounds; maximum of 30 pounds, twisting at the waist, crawling, reaching below the knees - knees to shoulder - above the shoulder, crouching, repetitive arm motion, and foot controls. Environmental Factors: Low noise level with 100 percent of employee's time spent indoors in an office environment.

SELECTION PROCESS
Only applications that include the response to the Supplemental Questionnaire will be accepted. Those applicants whose qualifications most closely correspond to the City's current needs will be contacted for testing and/or oral interviews. The appointing authority may conduct second interviews.

GENERAL INFORMATION
Essential Functions – The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge, skills and abilities typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.
Hours of Work –This is a 40 hour per week position, typical business hours.
Union Affiliation – This position is covered by a collective bargaining agreement with the American Federation of State, county and Municipal Employees (AFSCME). Union security provisions may require union membership dues or payment of equivalent service fees.

Equal Employment Opportunity – The City of Puyallup is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, genetic information, veteran's status or any other basis protected by applicable discrimination laws.
Background - The City of Puyallup will need to obtain the proper background and criminal history information pursuant to RCW 43.43.830/832 for positions where the employee will or may have unsupervised access to children, developmentally delayed persons or vulnerable adults.
Disability – In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential functions of the job and to determine reasonable accommodation. Accommodation to participate in the job application and/or selection process for employment will be made upon request with reasonable notice. Please contact the Human Resources Department for further information. The physical demands described in this job announcement are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Not Selected – No formal notification is usually sent by the City to applicants not selected for an interview or test. Should the same or another position open for which the applicant wishes to apply, he/she must apply online for each new opening.
Identification – Applicants who are offered employment with the City are required to provide proof of identity and authorization to work in the United States within three days of date of hire, as required by the 1986 Federal Immigration Reform and Control Act. A list of acceptable documents verifying identity and authorization to work will be provided to those who are offered employment.
Drug-Free Workplace –The City of Puyallup is a drug-free, tobacco-free workplace.
Note – The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

The City of Puyallup is an Equal Opportunity Employer

APPLICATIONS MAY BE SUBMITTED ONLINE AT:
http://www.cityofpuyallup.org

333 S Meridian
Puyallup, WA 98371

Position #MC-16-ADM-003
OFFICE ASSISTANT I (COURT)
SW