

FERRY COUNTY JOB DESCRIPTION

Ferry County Noxious Weed Control Board

Job Title:

Seasonal Temporary Office Support

Supervision:

Supervisor; Noxious Weed Control Coordinator

Supervises; None

Summary:

This position is a seasonal position and provides office reception & support for the Noxious Weed Control Board office. May be required to attend monthly Weed Board meetings to record the minutes. This position provides general office duties covering all aspects of keeping the office running smoothly and serving clientele.

Scope of Responsibility:

- Responsible for working effectively & efficiently during office hours, Wednesday 12:00 p.m. – 4:00 p.m. and Thursday 8 a.m. – 4 p.m. Approximately April through September
- Apply a full working knowledge of office practices that are efficient including but not limited to:
 - Answering of phone, typing - 30 or more accurate wpm, word processing, taking of messages, accounting/bookkeeping skills, inventory skills, county voucher system, recording of minutes and handling of daily incoming/outgoing mail both postal mail & e-mail
- Responsible for tracking the selling and distribution of herbicides to the public including keeping accurate records of herbicide sales and accounts receivable
- Works in conformance with prescribed policies and procedures of Weed Board
- Accountable for the operation in the absence of the coordinator
- Knowledge and practice of safe handling of herbicides (able to lift 40lbs)
- Accurate computer entry of sprayer's work applications
- Accurate scheduling of equipment loan records
- Learn efficient operation of office equipment
- Conduct other receptionist and general secretarial duties as assigned by the coordinator
- Available to cover office for Office Manager outside of scheduled shift from time to time

Typical Duties:

Present a professional appearance and helpful attitude at all times. Assist the public both in person and by telephone and recording/forwarding office messages. Conducts the sale of herbicides to the public with accurate invoicing and bookkeeping in accordance to office procedures. Will work closely with the Coordinator for tasks or assignments to maintain office efficiency. Will maintain an accurate tracking system for spraying equipment to be loaned out as well as backpacks, skid mounts, boom trailer, and grass seeders. Maintain accurate bookkeeping records for accounts receivable/payable. These duties will be conducted under the guidance and supervision of the Coordinator.

Qualifications:

- Education: High School diploma or equivalent
One or more years of higher education or on the job experience in general clerical practices
- Licenses: Washington State Pesticide Dealer/Manager License-may obtain within 60 days of hire date
- Experience: One or more years post high school education in general office procedures or one or more years experience in a related position

Knowledge: Ability to work accurately and proficiently with all tasks necessary for smooth office operations. Knowledge of computer literacy in word processing and data base applications.

Essential Requirements: *Skills & Abilities*

Exhibit a high level of Public Relations skills
Knowledge of standard office procedures and ability to readily learn new skills
Communicate clearly and concisely by speaking, listening, writing and reading
Ability to type accurately and efficiently
Be able to lift at least 40 pounds
Computer literate with ability to use word-processing and data base applications
Hold confidential information and materials as confidential
Ability to keep accurate records of accounts
Work with interruptions and multiple tasks as assigned

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill 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 otherwise balance the workload.

THIS POSITION DESCRIPTION DOES CONSTITUTE A CONTRACT FOR EMPLOYMENT

PHYSICAL DEMANDS:

***Approximate Amount of Time**

PHYSICAL REQUIREMENTS	NONE	<1/3	1/3 to 2/3	>2/3
Stand		X		
Walk		X		
Sit			X	
Talk or Hear				X
Use hands to finger, handle or feel.				X
Climbing (stairs, ladders, etc...) balance		X		
Stoop, kneel, crouch or crawl.		X		
Reach with hands and arms.		X		
Taste or Smell	X			
Other:				

***Approximate Amount of Time**

LIFTING REQUIREMENTS	NONE	<1/3	1/3 to 2/3	>2/3
Up to 10 Pounds			X	
Up to 25 Pounds			X	
Up to 40 Pounds			X	
Up to 100 Pounds	X			
More than 100 Pounds	X			

SPECIAL VISION REQUIREMENTS

Close Vision (clear vision at 20 inches or less)	X
Distance Vision (clear vision at 20 feet or more)	
Color Vision (ability to identify & distinguish colors)	
Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point.	
Depth Perception (three-dimensional vision; ability to judge distance and spatial relationships.	
Ability to Adjust Focus (ability to adjust the eye to bring an object into sharp focus)	
No Special Vision Requirements.	

Comments: Good vision is required for computer work and document reading. Climbing stairs is necessary to navigate the workplace. Filing requires bending, reaching and squatting.

*Approximate Amount of Time; Based on approximate time on a year's oasis.
 May vary day to day.

ENVIRONMENTAL CONDITIONS	NONE	<1/3	1/3 to 2/3	>2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electric shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Other				

NOISE TYPICAL FOR THE WORK ENVIRONMENT OF THIS JOB	
Very Quiet (Examples: forest trail, isolation booth for hearing tests)	
Quiet (Examples; library, private office)	
Moderate noise (Examples: business office w/computers and printers, light traffic)	X
Loud Noise (Examples: metal can manufacturing department, large earth-moving equipment.	
Very Loud Noise (Examples: jack hammer work, front row at rock concert)	
Crowded office with heavy phone & pedestrian traffic; requires ability to concentrate amidst constant distraction.	X