

PACIFIC COUNTY AUDITOR'S OFFICE
JOB ANNOUNCEMENT

POSITION: Chief Deputy, Pacific County Auditor's Office

SALARY RANGE: \$3,232 to \$4,111
Management Grade 12
Full Benefits

PRIMARY FUNCTION AND PURPOSE:

The Deputy County Auditor serves at the pleasure of the County Auditor. Performs the functions of the County Auditor in the absence of the Auditor and will serve as Interim County Auditor during a vacancy in the office. The Chief Deputy will perform a variety of tasks within the Auditor's Office, including management duties as delegated by the elected official.

ESSENTIAL AND REQUISITE DUTIES AND RESPONSIBILITIES

Essential Functions:

Provide support for the County Auditor in carrying out all functions of the office.

Be able to fully administer and perform the functions necessary to conduct elections. Knowledge of state election laws and procedures established by the Washington Secretary of State. Obtain certification within two year.

Have knowledge of vehicle licensing procedures and regulations established by the State of Washington to administer the County Auditor's role as licensing agent for the Washington State Department of Licensing. These duties include selling licensing and or transferring vehicles and vessels, basic cash receipting, and routine bank account/statement reconciliations. Obtain certification within two years.

Have knowledge of the County Auditor legal document recording procedures and services.

In a highly visible position, positively represent the County Auditor's Office in the public spotlight. Present ideas, reports, and information at public gatherings. Handle news media inquiries about controversial issues and information. Provide assistance to other county officials. Provide outstanding customer service to citizens seeking licensing, recording, elections, or other services from the County Auditor's Office. Prefer fluent knowledge of written and spoken Spanish.

Work schedule includes irregular hours.

EQUAL OPPORTUNITY EMPLOYER:

Pacific County does not discriminate on the basis of race, creed, color, national origin, sex, age, marital status, disability, or veteran status.

APPLICATION PROCESS: Send Pacific County job application marked "confidential" to:

Pat M. Gardner, Pacific County Auditor
PO Box 97
South Bend, WA. 98586-0097

POSITION CLOSES: Until filled