

**KLICKITAT COUNTY PERSONNEL DEPARTMENT**  
**CURRENT JOB OPPORTUNITIES**  
**POSTED 3/14/2017**

**Temporary, Victim - Witness Assistant – Prosecuting Attorney – Goldendale – Temporary, nonexempt. Salary Grade 37, Step 1 \$16.62 an hour – First review March 31, open until filled.**

Duties of this position include providing assistance to the Victim Witness Coordinator with outreach to victims and witnesses of criminal cases filed in Superior and the District Courts of Klickitat County. Reports to the Prosecuting Attorney. Supervised by the Victim Witness Coordinator. This position will remain open until filled. EOE. For more information on applying go to [www.klickitatcounty.org/605/Personnel](http://www.klickitatcounty.org/605/Personnel)

**Temporary Assistant To Building & Grounds Position – Public Works – Goldendale – Temporary, nonexempt. Salary \$13.17 an hour – Grade 33, step 1, Open until filled.**

Duties may include: maintaining County grounds/facilities which may include a variety of cleaning and general maintenance duties and mowing, trimming, weeding of grounds. Position may require: to perform some heavy lifting; and some manual labor in all weather conditions. Duties may require use of hand and power tools and light trucks. Must have a valid driver's license and a clean driver's record. This position will remain open until filled. EOE. For more information on applying go to [www.klickitatcounty.org/605/Personnel](http://www.klickitatcounty.org/605/Personnel)

**Chief Deputy Treasurer – Treasurer's Department – Goldendale – Full time, exempt, 40 hours a week. Hiring Step 1 thru 3, Salary: starting \$4,307 to \$4,567 monthly depending on qualification – Grade 69. Open until filled.**

Perform or oversee all accounting functions for the Treasurer's Office relating to general accounting and expenditures, assuring compliance with federal, state, and local accounting procedures and consistent with generally accepted accounting principles. Serve as Treasurer in the latter's absence, direct the cash management and investment of surplus funds for the County, provide cash management for numerous special purpose districts and related funds, and maintain oversight responsibility for redemption of bonds and coupons issued by any County taxing district. Perform complex professional accounting, administrative, and financial management work to provide management with necessary financial information for County operations. Direct and manage the daily operations of the Treasurer's Office to ensure effective and efficient operation in accordance with state statutes and internal policies. For more information on applying go to [www.klickitatcounty.org/605/Personnel](http://www.klickitatcounty.org/605/Personnel)

**Senior Accountant I or II– Auditor – Goldendale – Full time, exempt, 40 hours a week. Salary grade 68 or 70 for the Sr. Acct. I, \$23.45 an hour. Sr. Acct. II, \$26.34 an hour First review: March 15, 2017**

Performs complex professional level accounting activities including financial activity management related to budget compliance, payroll, accounts payable, reporting, modified and full accrual accounting, grants management, implementation and monitoring of fiscal procedures in accordance with Generally Accepted Accounting Principals (GAAP), Budgeting, Accounting & Reporting Systems (BARS); county, state and federal policies and procedures. Maintains detailed accounting transactions in an integrated computer accounting system. This position is responsible for completing the Annual Report in compliance with BARS for cash-basis entities and also provides financial support to lower level accounting staff and departments utilizing the financial system. Klickitat County offers a generous benefit package which includes: Paid vacation, sick and holiday leave; medical, dental, vision, and life insurance; a retirement package through the Washington State Department of Retirement Systems and additional retirement account options. Employees are also offered a flexible spending account, two Deferred Compensation programs, Long Term Disability Insurance, AFLAC coverage and a variety of on-going training. For more information on applying go to [www.klickitatcounty.org/605/Personnel](http://www.klickitatcounty.org/605/Personnel)

**Van Driver – Senior Services Department, White Salmon – Casual – Non Exempt – \$13.17 per hour – Grade 33. Open until filled.**

Transports and assists senior citizens, disabled persons, and the general public to medical appointments, shopping, recreational trips, banks, and other destinations as needed. Maintains and services vehicles. Assists in scheduling maintenance. Open until filled. Open until filled. For more information on applying go to [www.klickitatcounty.org/605/Personnel](http://www.klickitatcounty.org/605/Personnel)

**In-Home Service Aide – Senior Services Department, White Salmon – Casual – Non Exempt – \$13.00 per hour – Grade 28. Open until filled.**

Provides in-home care to meet housekeeping and personal needs of the elderly and disabled according to agency policies and procedures and as authorized on client Assessment/Care Plan. Open until filled. For more information on applying go to [www.klickitatcounty.org/605/Personnel](http://www.klickitatcounty.org/605/Personnel)

**Klickitat County offers a generous benefit package which includes: Vacation, sick and paid holiday leave along with medical, dental, vision and life and LTD insurance and substantial County contributions towards premiums and a retirement package through the Washington State Department of Retirement System. Additionally, employees are offered a flexible spending account, two Deferred Compensation programs, voluntary life and LTD insurance, AFLAC coverage and a variety of on-going training programs.**

**These position are located in scenic Goldendale or White Salmon, Washington along the breathtaking Columbia River Gorge, nestled among the rolling Simcoe Hills with gorgeous views of Mt. Hood and Mt. Adams. The following communities are within a 2-hour driving radius: Portland/Vancouver, Yakima, Tri-Cities and The Dalles, Oregon. Hiking, biking, camping, fishing, hunting, skiing, kayaking and windsurfing are world-class with the Columbia River and untouched wilderness just minutes away. The area offers many cultural opportunities including museums and dozens of wineries that dot the landscape throughout the Columbia River Gorge. Klickitat County. The County's economics include advanced manufacturing, commercial orchards, fruit & vegetable operations, ranching and timber harvest and manufacturing.**

**Klickitat County is an Equal Opportunity Employer, a proud employer of US Veterans and provides a drug free workplace.**

For more information on applying go to [www.klickitatcounty.org/605/Personnel](http://www.klickitatcounty.org/605/Personnel) or visit or call the Personnel Department, 208 S. Columbus, Room 102, Goldendale, WA, 98620, Office: 509.773.7171 and Fax: 509.773.5139. Office hours are Monday through Friday, 8:00 am to 5:00 pm.

**APPLICATION PACKETS AVAILABLE AT  
Klickitat County Personnel Department,  
205 S. Columbus, Room 102, Goldendale, WA 98620,  
Phone: 509.773.7171 Fax: 509.773.5139  
E-mail: [personneldivision@klickitatcounty.org](mailto:personneldivision@klickitatcounty.org)  
Website: <http://www.klickitatcounty.org/605/Personnel>**