

Office Assistant

Pay Range: \$15.30 - \$21.12 per hour, depending on experience

Hours: Monday through Friday 10 to 20 hours a week as needed

Payroll Title: Office Assistant

Department/Division: Police

Employment Status: 1040

Closing Date: Open until filled

Position Summary

The Eastside Public Safety Communications Agency (EPSCA) is currently seeking an Office Assistant to provide routine accounting and clerical support to the Senior Accounting Associate as well as occasional clerical support to the Operations Manager. EPSCA is an Interlocal Agency that operates and maintains the 800 MHz radio system on the Eastside as part of the King County Emergency Radio System.

Primary Responsibilities

- Assist with posting of daily bank deposits
 - Assist with coding and posting of invoices received for payment
 - Preparation of supporting documentation for check disbursements
 - Mailing of monthly invoices to customers
 - Assist in asset tracking for EPSCA owned equipment
 - Assist in preparation of tracking radios owned by outside agencies who subscribe to the 800 MHz system operated by EPSCA
 - Assist with preparation of meeting agendas, minutes and meeting notices
 - Assist with assembly of agenda packets and distribution to meeting attendees
 - Process incoming and outgoing mail
 - Photocopying
 - Faxing
 - Filing
 - Order supplies and materials
 - Organize tracking of accounts, records, projects and other detailed information
 - Archiving of old records
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- In addition to the above, provide limited coverage of Senior Accounting Associate's duties to cover vacation and sick leave as needed
 - Posting of routine A/R and A/P transactions
 - Preparation of requests to transfer funds between bank accounts
 - Posting of routine Journal Entries
 - Updating detailed spreadsheets and statistical reports
 - Reconciliation of bank accounts
 - Preparation of monthly billing to customers
 - Scheduling meetings, greeting visitors, answering phones, routine correspondence

Qualifications

- High School diploma
- At least 2 years office experience
- Knowledge of general office procedures and ability to use a computer, experience with Outlook, Word, Excel and other office applications
- Experience with Access or other databases a plus
- Knowledge of basic accounting procedures a plus
- Ability to work in a busy, multifunctional environment with interruptions, prioritize work; organize documentation, and coordinate and complete work assignments efficiently and effectively to meet deadlines
- Effective oral and written communication skills, including the ability to clearly express thoughts to others and exchange information.

- Due to the high security work environment, candidate must pass a polygraph, psychological and medical examination, and a thorough criminal and background check

Physical Demands

- The physical demands and work environment described here 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.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 10 pounds.
- The noise level in the work environment is usually moderately quiet.

Definition of a 1040

There is no specific end date for employees in this status. Therefore, working in this status can be ongoing for as long as required by business necessity. However, employees in this status cannot work more than 1,040 hours per calendar year, from January 1 to December 31.

- On-Going Work of the City - Hired to work a maximum of 20 hours or fewer per week on an ongoing basis, as long as 1,040 hours within a 12-month period of time are not exceeded.
- On-Call – Hired to work on a substitute or on-call basis with no guaranteed minimum hours of work, as long as 1,040 hours within a 12-month period of time are not exceeded.
- Combination Jobs - Can be hired to fill a combination of jobs as long as 20 hours per week or 1,040 hours within a 12-month period of time are not exceeded.
- Periods of Full Time - Can be assigned to work more than 20 hours per week up to full time on a temporary basis without transforming the assignment to a benefited position, as long 1,040 hours within a 12-month period of time are not exceeded.
- If the employee exceeds working 1,040 hours within a 12-month period of time in any capacity described above, the employee must be off payroll until January 1 of the new year.
- Must be hired through the Informal Selection Process.
- At-will for the duration of the 1040 Part Time status.

How To Apply

Application may be downloaded from the Temporary Jobs page, or picked up at the Service First Desk located on the main floor of City Hall: 450 – 110th Ave NE, Bellevue, WA 98004.

Send completed applications with resume, if desired to:

City of Bellevue
EPSCA
Attn: Jessie Morgan
P.O. Box 90012
Bellevue, WA 98009

For more information, call Jessie Morgan at 425-452-7872 or email jrmorgan@bellevuewa.gov