

OPEN



**FAIR AND EXPO CENTER
WORKER 2
Posting No. 09-121**

**SPOKANE
COUNTY
HUMAN
RESOURCES
DEPARTMENT**

EMPLOYMENT OPPORTUNITY

OPENING DATE: October 12, 2009
CLOSING DATE: Open until filled (cut-off dates are each Friday at 4:30 p.m.)
FLSA STATUS: Non-Exempt

SALARY RANGE: \$8.55/hour
DEPARTMENT: Fair and Expo Center

WHO MAY APPLY (OPEN)

This recruitment is open to all applicants meeting the minimum requirements.

Note: This recruitment may be used to fill extra help position(s), working as needed to perform general janitorial work at the Fair and Expo Center; days and hours will vary, may include nights and/or weekends.

HOW TO APPLY

Submit the following required materials:

- Spokane County Employment Application

EXAMPLES OF DUTIES

- Assists other workers or regular staff.
- Schedules and performs routine semi-skilled manual labor.
- Operates light duty power equipment.
- Drives a pick-up truck with trailer.
- Maintains professional baseball field.
- Replaces soap, paper towels, toilet paper, etc.
- Cleans/disinfects fixtures and maintains general cleanliness of restrooms.
- Performs clerical or data entry tasks; counts and receipts cash.
- Processes Fair and Expo Center Worker pass photos.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS

TRAINING/EXPERIENCE: Three (3) months experience that demonstrates necessary knowledge and abilities for the particular assignment. Certain positions may require a valid driver's license.

SELECTION FACTORS

Demonstrated knowledge and ability for the particular assignment.

BEHAVIORAL STANDARDS

Respectful, courteous, and friendly to customers, other County employees, and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Gets along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors.

SELECTION PROCESS:

Initial screening will be based solely on the information contained in your Spokane County Employment Application. If you meet the minimum requirements, the hiring authority may review your qualifications as presented in your application materials. The hiring authority may interview top candidates. This process subject to change.

See other side for important additional information

All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the closing date. **POSTMARKS WILL NOT BE ACCEPTED.**

NOTES

Spokane County is an “at will” employer. All positions are considered “at will” or “at the pleasure” of the hiring authority unless specified otherwise in specific labor agreements. Such positions can be terminated with or without cause at any time by the hiring authority. No employee of Spokane County has the authority to make any oral or written agreement altering any “at will” relationship.

For some positions, joining the Union may be a condition of employment pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law. Changing bargaining units within the county work force may incur a change in the employee’s benefits.

Spokane County strives to satisfy all requests for reasonable accommodation from persons with disabilities. Requests for accommodations should be made in advance and addressed to the Human Resources Director at 477-5750.