



**To:** Jay Harrington, County Manager  
Kathy Nelson, HR Director

13 Jul 22

**From:** Kevin Booth, YVRA Director

**RE:** Request to employ Terri McCarty as YVRA Office Technician at Step 5.

I am requesting to offer the position of **YVRA Office Technician** at the Step 5 pay level \$25.85 per hour with a change to Step 6 upon six months of satisfactory job performance or completion of Occupational Certificate in Payroll, whichever happens first. Over the last several months, Yampa Valley Regional Airport interviewed five qualified candidates, and this candidate stood out as a very highly qualified candidate. The minimum job requirements and applicant's qualifications are summarized below:

<b>Minimum Requirements</b>	<b>Applicant's Qualifications and Experience</b>
<p><b><u>Educational Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Completion of 30 semester college units, including 15 units in accounting, business administration, finance, economics or a related field.</li> </ul>	<p><b><u>Educational Requirement:</u></b></p> <ul style="list-style-type: none"> <li>✓ 120 semester college units with 45 semester college units in Accounting and 47 semester college units in Business</li> <li>✓</li> </ul>
<p><b><u>Experience Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• 3 years clerical or secretarial experience that included electronic data entry, typing, the maintenance of recordkeeping systems, and the operation of personal computers. Up to one year of clerical accounting/bookkeeping may be required.</li> </ul>	<p><b><u>Experience Requirements:</u></b></p> <ul style="list-style-type: none"> <li>✓ 6 plus years of clerical or secretarial experience with 4 years of payroll and resource for general employee benefits questions.</li> </ul>
<p><b><u>Licenses and Certifications:</u></b></p> <ul style="list-style-type: none"> <li>• Depending on assignment, a valid license to drive a vehicle</li> </ul>	<p><b><u>Licenses and Certifications:</u></b></p> <ul style="list-style-type: none"> <li>✓ Completed Occupational Certificate in Accounting</li> <li>✓ Working towards Occupational Certificate in Payroll</li> </ul>
<p><b><u>Technical Skills:</u></b></p> <ul style="list-style-type: none"> <li>• Advanced office practices, procedures, and equipment, including the use of personal computers and business/accounting</li> </ul>	<p><b><u>Technical Skills:</u></b></p> <ul style="list-style-type: none"> <li>✓ 6 years of advanced office practices including use of ERP systems</li> <li>✓ 22 years of customer service</li> </ul>

**Yampa Valley Regional Airport**  
*FlySteamboat.com*

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Hayden, CO 81639

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Fax 970-276-5030



<p>software.</p> <ul style="list-style-type: none"> <li>• Advanced principles and practices of customer service</li> <li>• Advanced secretarial practices and procedures</li> <li>• Principles and practices of technical accounting and bookkeeping</li> <li>• Principles and practices of public sector procurement</li> <li>• Principles and practices of supervision and leadership</li> <li>• Advanced methods of ensuring accurate data entry</li> <li>• Correct spelling, grammar, and punctuation</li> <li>• Standard formats applicable to a variety of correspondence and business documents</li> <li>• Standard alphabetical, numerical, and chronological filing methods</li> <li>• Methods of compiling statistical and financial information</li> <li>• Business mathematics, including addition, subtraction, multiplication, division, fractions, and percentages</li> <li>• Cash handling procedures</li> </ul>	<ul style="list-style-type: none"> <li>✓ 6 years of advanced secretarial practices and procedures</li> <li>✓ 6 years of technical accounting and bookkeeping</li> <li>✓ 2 years of public sector procurement</li> <li>✓ 6 years of advanced methods of ensuring accurate data</li> <li>✓ 6 years of using methods of compiling statistical and financial information</li> <li>✓ 6 years of business mathematics</li> </ul>
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