

**AMENDMENT TO AGREEMENT BETWEEN CHELAN COUNTY AND THE
TEAMSTERS LOCAL NO. 760 REPRESENTING THE SPECIALLY
COMMISSIONED AND NON-COMMISSIONED EMPLOYEES OF THE
CHELAN COUNTY SHERIFF'S OFFICE**

This Amendment to Agreement is entered into this _____ day of _____, 2026, between Teamsters Local #760 (the "Union") and Chelan County regarding the addition of a non-commissioned business assistant position.

RECITALS

1.1 The Union and Chelan County are parties to a collective bargaining agreement dated January 6, 2025 and covering contract years 2025 through 2027 for the Chelan County Specially Commissioned Deputies and Non-Commissioned Employees (the "Non-commissioned CBA");

1.2 Chelan County desires to create a business assistance position working under the supervision of the Chelan County Sheriff. Chelan County desires that this position be represented by the Union and be covered by the collective bargaining agreement with the Union covering the Non-Commissioned Employees of the Sheriff's Office.

1.3 The Union desires to cooperate with the creation of the business assistant position within the Non-commissioned CBA for representation as part of the Non-commissioned CBA.

AGREEMENT AND AMENDMENT

NOW, therefore, based on the recitals set forth above, and based on the mutual execution of this agreement, the Union and Chelan County agree that the business assistant position created by Chelan County shall be represented by the Union as part of the Non-commissioned CBA bargaining unit.

The County and the Union agree:

Business Assistant The function of the business assistant is to provide Chelan County Sheriff's Office assistance with business practices of the office to include payroll, accounts payable, billing, and budget monitoring.

Job Description The job description for the business assistant position shall be established by Chelan County, and may be amended from time to time. The job description for the employee assigned to the business assistant position shall initially be as set forth in Exhibit “A” below.

Reporting and Supervision. The business assistant shall report to the Chief Civil Deputy. Supervision, training, and evaluation will be the responsibility of the Sheriff’s Office Administration.

Hiring Authority/Civil Service. The initial business assistant shall be hired by the Sheriff using Chelan County Human Resources to recruit and screen applicants. The initial hire will not be through Civil Service. Thereafter, the Sheriff shall hire any subsequent business assistants according to Civil Service rules and testing requirements.

The County and the Union further agree that the Non-commissioned CBA shall be amended to add the wage scale below to Appendix A of the Agreement as follows:

1A.7 Wage Scale - CCSO Business Assistant

	1/1/2026	1/1/2027
BA11		3.25%
Step 2	\$ 4,885.73	\$ 5,056.73
Step 3	\$ 5,107.89	\$ 5,286.67
Step 4	\$ 5,341.18	\$ 5,528.12
Step 5	\$ 5,586.13	\$ 5,781.64
Step 6	\$ 5,843.31	\$ 6,047.83
Step 7	\$ 6,113.37	\$ 6,327.34
Step 8	\$ 6,396.92	\$ 6,620.81

FOR THE UNION:

Teamster Local 760

Date: _____

FOR CHELAN COUNTY:

MIKE MORRISON, Sheriff

Date: _____

BOARD OF CHELAN COUNTY
COMMISSIONERS:

SHON SMITH Chairman

KEVIN OVERBAY, Commissioner

BRAD HAWKINS, Commissioner

ATTEST: ANABEL TORRES,
CLERK OF THE BOARD



EXHIBIT “A” – JOB DESCRIPTION

Chelan County Sheriff's Office

Business Assistant – Finance & Payroll

Job Description

Job Title: Business Assistant – Finance & Payroll
Job Classification: BA11
Job Status: Regular – Full-time
Division/Department: Administration/Sheriff's Office
Reports To: Chief Civil Deputy
FLSA Status: Non-Exempt
Bargaining Unit: Teamsters Local No. 760 – Specially Commissioned and Non-Commissioned
Last Updated: 02/03/2026
Last Reviewed: 02/03/2026

JOB SUMMARY

The Business Assistant – Finance & Payroll position performs specialized payroll, accounting, and fiscal support functions for the Sheriff's Office, with primary responsibility for timekeeping and payroll processing, accounts receivable and payable, preparation of invoices and billings to outside agencies, and reconciliation of financial data using County financial systems. The position provides administrative assistance such as providing customer service in a law-enforcement environment.

The position requires the ability to exercise sound judgment, maintain strict confidentiality, and work with sensitive personnel, payroll, and criminal justice information.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from other administrative support roles by its emphasis on:

- Complex payroll and timesheet auditing and reconciliation.
- Accounts receivable and payable processing in County systems.
- Creation of invoices and billings for inter-agency services.
- Interpretation of labor agreements, County policy, and payroll regulations.
- Limited backup responsibility for Sheriff's Office records and front-counter operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Finance, Payroll & Accounting (Approximately 90%)

- Perform complex payroll processing, including review of timesheets, leave usage, overtime, specialty pay, retroactive adjustments, stipends, and separation entitlements.

- Analyze payroll submissions for completeness, accuracy, and compliance with labor agreements, County policies, and applicable regulations; research and resolve discrepancies prior to payroll submission.
- Run payroll and accounting system processes; generate verification reports; reconcile departmental records with Auditor or County systems to ensure balances prior to final submission.
- Serve as a primary point of contact for payroll questions; provide training and technical assistance to supervisors and staff on timekeeping procedures.
- Prepare accounts payable vouchers and supporting documentation.
- Create and track accounts receivable invoices and billings in County financial systems for services provided to other agencies or governmental partners; respond to billing inquiries.
- Maintain payroll and fiscal records in compliance with audit and retention requirements.
- Compile payroll, billing, and labor-cost statistics; prepare reports and assist with budget monitoring as requested.

Administrative Support (Approximately 10%)

- Provide professional customer service at the front counter and by telephone; respond to inquiries or direct individuals to appropriate personnel; manage difficult or emotional interactions in a calm and respectful manner.
- Prepare correspondence, forms, invoices, and reports using County software systems.
- Perform general office duties such as ordering supplies, copying, scanning, scheduling, and distributing correspondence.
- Coordinate information with other County departments and outside agencies as assigned.

SUPERVISION RECEIVED AND EXERCISED

Works under general supervision following established procedures and deadlines. Exercises independent judgment in payroll and fiscal matters. May provide functional guidance and training to staff related to timesheet and billing processes. This position is not expected to perform direct supervision of staff.

QUALIFICATIONS

Knowledge and Abilities

- Knowledge of payroll practices, accounting principles, and governmental financial systems.
- Ability to interpret labor contracts, County policies, and regulatory requirements.
- Proficiency in Microsoft Word, Excel, Outlook, and financial software systems.
- Strong mathematical, analytical, and reconciliation skills.
- Ability to maintain the strictest confidentiality related to information and materials handled.
- Effective oral and written communication skills sufficient to exchange information and receive work direction.
- Ability to exercise sound judgment and initiative in selecting work methods and resolving problems.

MINIMUM REQUIREMENTS

- At least 21 years of age.
- Must be authorized to work in the United States.
- High school diploma or GED required.
- Associate Degree (2-year) in Business Administration, Accounting, Communication, or a related field **OR** one-year accounting certificate or related coursework **PLUS** two (2) years of relevant experience, **OR** an equivalent combination of education and experience.
- Computer proficiency and keyboarding ability.
- Must successfully pass a background investigation, including psychological and polygraph examinations as required by the Sheriff's Office.
- Must meeting hiring standards and may be subject to Civil Service testing.

WORKING CONDITIONS

Work is primarily performed in a fast-paced office environment with frequent interruptions and contact with staff and the public.

As a member of the Sheriff's Office, the employee may be required to view or process sensitive or graphic material and may occasionally be called upon to assist outside of regular business hours or in support roles during incidents.

Occasional travel to other County departments or community locations may be required.