

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT - CLERKS

Spec No. 6169

BASIC FUNCTION

To provide a full range of administrative support duties for the Clerks Department.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides a full range of executive, administrative, paraprofessional, and secretarial duties for the County Clerk, chief deputy and the management team of the Clerks office.
2. Screens telephone calls, emails and visitors for the Clerk and chief deputy, refers inquiries and complaints from the public; answers routine mail, email, and phone inquiries concerning the services provided by the Clerks department.
3. Drafts, edits, and prepares administrative correspondence, reports, manuals, policies and procedures for the Clerk, chief deputy, and/or division managers.
4. Serves as liaison with other government agencies and other departments such as the Executive Office, Human Resources, Facilities, and Finance.
5. Maintains custody of and processes confidential departmental information such as employee evaluations, grievances, payroll information, and personnel files.
6. Represents the Clerk and other department management by communicating office policies programs, procedures and information to the public, other county departments, and the Clerks staff, as directed.
7. Performs special projects as assigned; represents the management team as assigned.
8. Schedules appointments and meetings, arranges travel, and performs other such duties for the Clerk, chief deputy, and, if requested, for the division managers.
9. Assists in the preparation of the annual budget as well as monitoring and reconciling the budget. Prepares ECAFS in the administration of the budget.
10. Prepares requisitions and vouchers; sets up, posts, and reconciles departmental ledgers; prepares and submits budget drafts, transfers, emergency appropriations, and supplemental appropriations at the direction of the Clerk, chief deputy and/or management team.
11. Oversees and reconciles department payroll; maintains vacation, sick leave, overtime, and comp time records; prepares payroll record changes, and related forms as requested by the Clerk, chief deputy, or the division manager.
12. Performs the purchasing functions for all divisions within the department.

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STATEMENT OF OTHER JOB DUTIES

13. May supervise part time or full time clerical staff.
14. Performs additional job related duties as required.

MINIMUM QUALIFICATIONS

Four (4) years of personal, confidential, or executive secretarial experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- office management and supervision practices and procedures;
- principles and practices of public administration;
- basic accounting and/or record keeping procedures;
- organizations delivering customer service, either public or private;
- standard word processing, spreadsheet, desk top publishing and data base software.

Ability to:

- analyze and develop administrative systems, policies and procedures;
- analyze and resolve work related problems;
- establish and maintain effective work relationships with co workers and superiors;
- maintain necessary records and prepare required reports;
- deal courteously and tactfully with the general public;
- organize facts, conclusions and recommendations in a clear concise and logical manner;
- meet deadlines and cope with interruptions;
- establish and maintain record keeping systems;
- work independently with minimum supervision;
- observe strict confidentiality regarding all information obtained in the course of employment;
- perform assigned duties accurately and within expected timeframes.

SUPERVISION

Employee reports directly to the Clerk and Chief Deputy Clerk.

WORKING CONDITIONS

The work is performed in the usual office environment.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1977 as Secretary, Administrative

Previous Spec No. 750746

Revised: January 1986

Revised and Re-titled: January 2008

EEO Category: 6 – Administrative Support

Pay Grade: 105 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous