

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT - DISTRICT COURT

Spec No. 2384

BASIC FUNCTION

To provide complex and confidential administrative support to the District Court Administration.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Acts as liaison between the Court Administrator, court staff, other divisions and the general public; represents the director by communicating procedures, policies, programs and mission to county employees and the general public.
2. Composes and formats letters, memos, forms and charts; upon direction and with general policy guidance, prepares a variety of correspondence, directives, memoranda, reports, and other written material as required; researches and evaluates relevant information, forms conclusions and makes recommendations as appropriate; proofs and edits material submitted by others for signature and approval; prepares materials for presentations.
3. Participates in the preparation of the annual budget; prepares and submits budget drafts, budget transfers, emergency appropriations and supplemental appropriations for approval; provides accounting and budget related data to management as necessary.
4. Provides financial research and analysis services to Administrator; determines research methods; analyzes and interprets financial data; analyzes and evaluates information, develops findings, conclusions and recommendations and prepares reports as necessary.
5. Plans, organizes and coordinates meetings; takes minutes, edits and finalizes minutes; coordinates the work of the Administrator's office.
6. Maintains custody of and processes confidential District Court information and personnel information including working files, legal documents, and office supplies; administers maintenance contracts for office equipment; maintains custody of litigation files and other sensitive documents otherwise not assigned.
7. Screens phone inquiries; refers calls to other staff members as appropriate; processes mail and sorts according to action to be taken.
8. Provides backup support for Payroll function for District Court; reviews and audits employee time sheets; reviews payroll codes, categories, calculations and comments for accuracy and completeness; maintains employee payroll records for such categories as sick leave, vacation, overtime and hours worked; records employee salary and history changes such as hours worked, promotions, position names and numbers on manual and automated systems.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Serves as coordinator for such functions as phone installation, office reallocations, space planning, furnishings, and building maintenance.

STATEMENT OF OTHER JOB DUTIES

10. Coordinates various reports and documents with other departments, agencies, and offices as necessary.
11. Provides back up to the Network Administrator as needed.
12. Coordinates special projects as assigned.
13. Represents Director at meetings where appropriate.
14. Supervision of other administrative staff as assigned.
15. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business administration, public administration, accounting or office management or related field; AND two (2) years increasingly complex administrative experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's License may be required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- conflict management and effective communication
- proper English, spelling, grammar, punctuation and word usage
- practices, methods and procedures of business or public budgeting, fiscal management, accounting and administration
- computer technology and Microsoft Office Suite, including Outlook, Excel, Word, Access and PowerPoint
- office administration practices and procedures
- supervision practices and procedures

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- work under pressure, meet deadlines and cope with interruptions
- work with and maintain confidential information
- analyze and resolve work related problems
- exercise initiative and judgment, and make decisions within scope of assigned authority
- communicate effectively, both orally and in writing
- establish and maintain effective work relationships with public and private officials, other county employees, and with the general public
- operate personal computers and applied software packages
- maintain necessary records and prepare required reports
- operate standard office equipment
- manage multiple tasks/activities while meeting specific deadlines
- maintain a high degree of accuracy with detailed information
- organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner
- plan, schedule, train, supervise and/or evaluate the work of other employees as assigned

SUPERVISION

The employee reports to the Court Administrator. The director establishes objectives, priorities and deadlines. The work is reviewed through periodic meetings, status reports and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment.

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: March 2017
EEO Category: 2 - Professionals
Pay Grade: 240 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous