

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT - DIS

Spec No. 2310

BASIC FUNCTION

To provide complex and confidential administrative support to the Director of Information Services.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepares or reviews, analyzes and provides input on all employment certification lists, job opening requisitions and recruitment documentation.
2. Monitors and tracks all position vacancies in the Department Information Services for the hiring, testing, interviewing, and selection process; prepares job announcements for posting; reviews employment documents for accuracy; prepares and maintains employment files; reviews examinations and other related information for accuracy, verifies scores, enters applicant information into tracking database; maintains employment folders, and properly closes out folders and files when completed.
3. Serves as liaison with other departments such as Personnel, Payroll, Budget and Finance and Department Divisions as required; represents the Director on task forces and committee as assigned.
4. Develops and maintains manual and computerized management systems for departmental personnel and correspondence systems utilizing available hardware and software; provides personnel and payroll related data to management as required.
5. Coordinates and schedules appointments and travel arrangements; maintains the Director's calendar; 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.
6. Plans, organizes and coordinates meetings; takes minutes, transcribes, edits and finalizes minutes; coordinates the work of the Director's office.
7. Maintains custody of and processes confidential departmental information such as employee evaluations, grievances and departmental employee files; prepares all payroll record changes for the department.
8. Reviews all reclassifications and new position requests and provides recommendations to department management.
9. Review and monitor departmental actions concerning personnel matters such as hiring, disciplinary actions, termination's, investigates personnel related problems and recommends appropriate action to departmental management.

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Spec No. 2310

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Answers employee questions and makes referrals concerning personnel, union contracts and training related matters; informs staff regarding new laws, policy interpretations and procedural revisions; attends meetings as the Director's representative.
11. Acts as department coordinator for such functions as phone installation, office reallocations, building maintenance and training as assigned.
12. Monitors and reviews the maintenance of department personnel, payroll, vacation, sick leave, overtime, comp time, inventory and accounts payable records; processes payroll related forms.
13. Assists in the administration of county personnel practices and procedures; assures compliance with applicable department, county, state, and federal policies and procedures.
14. Reviews department grievances.
15. Develops and maintains a department space allocation and facilities plan.
16. Approve and coordinate department access requirements and access assignments.

STATEMENT OF OTHER DUTIES

17. Develops various reports and documents with other departments, agencies, and offices as necessary.
18. Provides information to the public, staff, and other departments regarding policies and procedures.
19. Coordinate special projects as assigned.
20. Represents Director at meetings where appropriate.
21. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business or public administration, AND, two (2) years experience in administrative work; 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 Washington State Driver's License may be required.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- office management and supervision practices and procedures;
- principles and practices of public personnel management;
- computer technology;
- office practices and procedures;
- proper English, spelling, grammar, punctuation and word usage;
- basic bookkeeping and/or record keeping procedures.

Ability to:

- analyze and develop administrative systems, policies and procedures;
- analyze and resolve work-related problems;
- exercise initiative and judgment and make decisions within the scope of assigned authority;
- communicate effectively both orally and in writing;
- establish and maintain effective work relationships with department personnel, public and private officials, other county employees and with the general public;
- work under pressure and 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;
- operate computer equipment and applied software packages;
- maintain necessary records and prepare required reports;
- operate standard office machines and equipment;
- manage multiple tasks/activities while meeting specific deadlines;
- maintain a high degree of accuracy with detailed information.

SUPERVISION

Employee reports to the Director of the Department of Information Services. Work is reviewed through periodic status reports and results obtained.

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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: April 2007

EEO Category: 2 - Professionals

Pay Grade: 240 - Classified Pay Plan

Workers Comp: 5306 Non-Hazardous