

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT – PROSECUTING ATTORNEY

Spec No. 6340

BASIC FUNCTION

To provide administrative support services to the Prosecuting Attorney, Administration Division staff and employees in the Prosecuting Attorney's Office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Maintains appointment calendar for the Prosecutor and other administration staff as needed; arranges meetings and secures meeting accommodations and travel arrangements for administrative staff as needed.
2. Handles confidential and politically sensitive information and materials; maintains custody of legal documents, litigation files and other sensitive documents as needed.
3. Serves as liaison between the Office and other government agencies, media, private industry and the general public.
4. Collaborates and coordinates with others to develop and implement procedures and techniques to accomplish organizational objectives, responsibilities, and administrative control.
5. Prioritizes incoming mail, phone calls, and requests for appointments; delegates requests for information, assistance and meetings as needed; monitors and tracks documents and correspondence which require timely action, decision, or response.
6. Attends meetings with/for the Chief of Operations as needed to represent the Office; takes notes and processes and distributes materials as needed.
7. Reviews, edits, drafts, and corrects documents, reports and correspondence from the Prosecutor and other administrative staff as requested.
8. Accounts Payable and Receivable: Processes accounts payable and accounts receivable for the Office.
9. Payroll and Personnel Actions: Manages and processes payroll and personnel actions for the Office; tracks employees' use of state and federal entitlement programs.
10. Employee Recruitment: Assists Chiefs and Office Managers with the recruitment process for attorney and support staff personnel; coordinates with Human Resources regarding posting job announcements; schedules interviews; writes offer letters, facilitates the onboarding process for employees and volunteers.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Employee Separation: Assists employees with the separation process; provides information regarding benefits, retirement options and payouts; works with Human Resources and Finance to ensure proper separation.
12. Works with Facilities on office matters, e.g., maintenance, repair and supply issues.

STATEMENT OF OTHER JOB DUTIES

13. Other duties as assigned.

MINIMUM QUALIFICATIONS

An Associate's Degree; AND, five (5) years of progressively responsible experience; OR, any equivalent combination of education, training and/or experience. Must pass all job related tests.

SPECIAL REQUIREMENTS

- Washington State Drivers License required.
- Notary Public license required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of the criminal justice system
- federal, state and local laws, rules and regulations governing areas of assignment, including employment, labor standards, and public records management
- legal and administrative writing and report preparation
- research and analysis techniques
- principles and practices of public administration, accounting, and payroll
- office policies, procedures, methods and equipment
- organization, structure, and function of county government
- secretarial and administrative practices and procedures
- legal terminology

Ability to:

- interpret administrative directives
- exercise initiative and sound judgment within the scope of assigned responsibility
- communicate effectively, both orally and in writing

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KNOWLEDGE AND ABILITIES (Continued)

- work independently with minimum supervision read and apply work related laws, rules and regulations
- meet deadlines and cope with interruptions
- understand and execute oral and written instructions
- establish and maintain effective working relationships using tact and diplomacy with superiors, associates, other county employees, members of the law enforcement community and judicial system, and the general public
- analyze and resolve work-related problems
- operate standard office equipment
- maintain all ethical and professional standards of the office
- observe strict confidentiality regarding all information obtained in the course of employment
- produce work product that meets professional standards of quality, neatness, accuracy, and promptness
- interact with distraught or difficult individuals

SUPERVISION

The employee receives limited supervision from the Prosecuting Attorney and the Chief of Operations. The work is performed independently in accordance with instructions, established policies and accepted practices. The position is evaluated through reviews and written evaluations.

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: January 2005

Revised: October 2016

EEO Category: 6 – Administrative Support

Pay Grade: 109 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous