

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **ADMINISTRATIVE ASSISTANT - SHERIFF**

Spec No. 2010

### BASIC FUNCTION

To assist the Sheriff and Undersheriff in the administration of the Sheriff's Office.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Provide paraprofessional, administrative support for Sheriff, Undersheriff, and professional staff.
2. Represents the Sheriff and/or Undersheriff by communicating procedures, policies, programs and mission to county employees and the general public as directed.
3. Respond to and work with county departments, citizens, and community groups to provide support and cooperation in related administrative activities and Sheriff's Office functions.
4. Through collaboration and coordination with others, develop and implement procedures and techniques to accomplish organizational objectives, responsibilities, and administrative control.
5. Receive and review proposals and complaints directed to the Sheriff's Office; determines which concerns should be referred to the Sheriff and/or Undersheriff, those which can be handled by other Sheriff's Office personnel or county officials, and those which can be taken care of personally.
6. Attend various meetings as assigned; take, transcribe and edit shorthand dictation at formal meetings and from superiors as required.
7. Maintain custody of litigation files and other sensitive documents otherwise not assigned.
8. Receive correspondence, read and route to proper person for disposition and follow up to assure answers when required.
9. May exercise supervision over a small number of employees assigning work and reviewing completed work.
10. Upon direction and with general policy guidance, prepare a variety of correspondence, directives memoranda, reports and other written material as required; research and evaluate relevant information, form conclusions and make recommendations as appropriate.
11. Perform a full range of executive secretarial duties including scheduling appointments.

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### STATEMENT OF OTHER JOB DUTIES

12. Performs related duties as required.

### MINIMUM QUALIFICATIONS

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

### SPECIAL REQUIREMENTS

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 related to areas of assignment
- principles and practices of public administration
- organization, structure, and function of county government
- secretarial practices and procedures
- legal terminology

Ability to:

- interpret administrative directives and use initiative and sound judgment in applying same to the work situation
- organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner
- work independently with minimum supervision
- meet deadlines and cope with interruptions
- understand and execute oral and written instructions
- establish and maintain effective working relationships with superiors, associates and the general public
- deal tactfully and courteously with the public
- understand and interpret statutes, laws and regulations related to area of assignment
- operate standard office equipment

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#### SUPERVISION

The employee receives direction from the Sheriff and/or Undersheriff.

#### 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 1990

Previous Spec No. 380383

EEO Category: 6 - Administrative Support

Pay Grade: 107 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous