

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **ADMINISTRATIVE SAFETY ASSISTANT**

Spec No. 6230

### **BASIC FUNCTION**

The primary duties of this class are in support of the county's safety and health functions. Responsibilities include providing administrative office support and technical assistance to county officials, management and employees.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Attend and participate in safety committee meetings; provide technical assistance to members.
2. Conduct group presentations to promote and increase safety and health awareness; develop and prepare materials, graphics and/or visual aides for presentation.
3. Conduct worksite chemical inventories; provide assistance to departments with the collections and maintenance of required materials safety data sheets (MSDS); update and maintain MSDS database.
4. Develop, format, update and maintain spreadsheets and databases using various software programs; perform data entry; produce reports from databases and spreadsheets.
5. Assist in the development and preparation of safety bulletins, fliers, newsletter articles; distribute safety education materials.
6. Provide information, advice, and technical assistance relating to county safety policies and OSHA/WISHA regulations to county officials, management and employees.
7. Perform advanced word processing in the production of a variety of correspondence, newsletters, records and reports.

### **STATEMENT OF OTHER JOB DUTIES**

8. May assist in the investigation of on-the-job injuries; may assist in the inspection of reported safety hazards.
9. Review and apply county safety policies and other laws, rules, relating to OSHA/WISHA.
10. File, track and maintain required documents, logs, records and reports.

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### **MINIMUM QUALIFICATIONS**

Two (2) years of experience in administrative office support with one (1) year working with reviewing and applying complex procedures, policies, laws, and regulations, preferably relating to OSHA/WISHA. Must be proficient in MS Word and able to develop and maintain spreadsheets and databases using Excel and Access. Must pass job related tests.

This position requires the ability to occasionally work up to 40 hours in a week in the Safety & Health Officer's absence.

### **SPECIAL REQUIREMENTS**

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

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- OSHA/WISHA rules and regulations;
- general principles of accident prevention;
- strong computer skills using various software and hardware programs including Access and Excel;
- standard office practices and procedures.

Ability to:

- work as a team player;
- handle multiple tasks at a time;
- excellent prioritization and organizational skills;
- computer use of various software and hardware programs;
- meet schedules and timelines;
- strong verbal and written communication skills;
- high attention to detail and accuracy;
- adapt quickly to changing priorities;
- develop effective working relationships with a diversity of others;
- review and apply laws and codes relating to county policies and OSHA/WISHA;
- public speaking and presentations.

### **SUPERVISION**

The employee receives direction from the Safety and Health Officer. The work is performed with considerable independence and is reviewed through meetings, status reports and results obtained.

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**WORKING CONDITIONS**

The work is performed in the usual office environment with occasional field trips to work sites throughout the county.

Class Established: December 1997

EEO Category: 6

Pay Grade: 307

Workers Comp: 5306 – Non-Hazardous