

SNOHOMISH COUNTY JOB DESCRIPTION

EXECUTIVE RECEPTIONIST

Spec No. 6062

BASIC FUNCTION

To greet and assist the public and to provide clerical and secretarial support to the County Executive and staff.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Greets and assists the public; receives complaints and requests for information; refers the public to county employees, departments or other agencies for answers to questions and resolution of complaints.
2. Primary Executive Office general call phone reception responsibilities; answers calls and directs callers to the appropriate source of information.
3. Receives stamps and tracks ECAF's; makes copies and distributes to appropriate departments and places on daily transmittal list.
4. Picks up, opens, date stamps and routes incoming mail; handles requests received for information and/or routes requests as appropriate.
5. Schedules the use of the Executive conference rooms.
6. Coordinates the collection of responses concerning liquor license applications with the Sheriff's Office.
7. Types memos and envelopes; stuffs envelopes; assists staff with the proof reading of reports, letters and proclamations.
8. Orders office supplies and maintains inventory; maintains office furniture and equipment inventory.
9. Performs duties and errands for Executive staff as requested; delivers correspondence to and from other offices and departments; and oversees kitchen responsibilities.

STATEMENT OF OTHER JOB DUTIES

10. Sets up and maintains files as necessary.
11. Copies documents and sends faxes as requested; schedules maintenance and repair for fax, copier, and other office machinery.
12. Reads and clips articles from newspapers for media digest.

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MINIMUM QUALIFICATIONS

One (1) year of office experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Prior receptionist experience is preferred. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- computer word processing and spreadsheet applications
- standard office practices and procedures
- the rules of grammar, spelling, punctuation and word usage
- basic arithmetic

Ability to:

- utilize word processing and spreadsheet computer programs
- assist the public in determining their needs
- quickly learn the names, locations and functions of departmental activities
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- type accurately
- maintain records and files
- work with minimum supervision
- follow oral and written instructions
- operate standard office equipment including telephones, typewriters, personal computers and calculators
- meet deadlines and cope with interruptions
- maintain records and prepare required reports

SUPERVISION

Employees receive general supervision from an administrative superior as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be spot-checked to ensure timely completion and accuracy.

WORKING CONDITIONS

The work is performed in the usual office environment at a receptionist station.

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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: September 1994
Previous Spec No. 710756
Revised: October 1996, April 2003, January 2006
EEO Code: 6 - Administrative Support
Pay Grade: 306 - Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous