

SNOHOMISH COUNTY EXEMPT JOB DESCRIPTION

SECRETARY/CIVIL SERVICE CHIEF EXAMINER

Spec No. 2145

BASIC FUNCTION

To act as Secretary/Chief Examiner to the Snohomish County Civil Service Commission, pursuant to RCW 41.14.050 and the rules and regulations of the Snohomish County Civil service Commission.

STATEMENT OF DUTIES

1. Prepares, approves and causes to be published announcements of employment and promotional opportunities in the Sheriff's Office as provided by the Civil Service Commission; determines the advertisement and recruitment plan; establishes opening and closing dates for filing applications.
2. Prepares or obtains appropriate examinations for all civil service job classes: reviews exams with subject matter experts as necessary to insure that examinations are appropriate and job related.
3. Schedules meetings and examinations, arranges for facilities and administers the examinations; completes all scoring activities; reports results to the Civil Service Commission.
4. Coordinates the development and maintenance of Civil Service classifications with the Sheriff's Office, the Civil Service Commission and the county Personnel Office.
5. Arranges for examination panels and assists in conducting oral and physical performance tests.
6. Performs all screening and grading activities associated with each type of examination; establishes eligibility registers; certifies results.
7. Certifies or refuses to certify payrolls in accordance with RCW 41.14.150; notifies the Commission of any refusals and the reasons therefore.
8. Interprets Civil Service rules as necessary and/or refers difficult interpretive questions to legal counsel.
9. Serves as secretary to the Commission; sets up and maintains various records, reports, and files for the Commission; retrieves documents as necessary.
10. Collects and compiles data; enters data on county records manually or on a computer terminal; prepares standard forms, records, requisitions and vouchers.
11. Opens, sorts, and distributes incoming mail; prepares outgoing mail.
12. Prepares reports and correspondence as required.

SNOHOMISH COUNTY EXEMPT JOB DESCRIPTION

SECRETARY/CIVIL SERVICE CHIEF EXAMINER

Spec No. 2145

STATEMENT OF ESSENTIAL JOB DUTIES (continued)

13. Receives incoming calls and/or visitors; takes messages; answers questions and furnishes information to the general public and county employees as appropriate.
14. Supervises the work of any assistants appointed by the Commission, and delegates such tasks as appropriate.
15. Performs related duties as required.

MINIMUM QUALIFICATIONS

One (1) year of civil service experience at the secretary level or above; OR, any equivalent combination of training and/or experience which provides the required knowledge, skills and abilities. The successful candidate may not be an employee of the Snohomish County Sheriff's office. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- civil service practices and procedures;
- general office practices and procedures;
- interviewing methods and techniques;
- basic bookkeeping and/or record keeping procedures.

Ability to:

- coordinate assigned tasks with other county departments and outside agencies;
- read, interpret and apply civil service rules, regulations, policies and procedures;
- gather, analyze and evaluate a variety of data;
- plan and organize work and work with minimal supervision;
- establish and maintain effective work relationships with elected officials, management staff, employees, associates and the general public;
- follow written and oral instructions;
- write and speak in a clear and concise manner;
- maintain records and prepare a variety of correspondence, memos, reports and notices; work with minimum supervision;
- meet deadlines and cope with interruptions.

SNOHOMISH COUNTY EXEMPT JOB DESCRIPTION

SECRETARY/CIVIL SERVICE CHIEF EXAMINER

Spec No. 2145

SUPERVISION

Employee receives general direction from the Civil Service Commission. The work is reviewed through periodic meetings, status reports and by evaluation of results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment. The position requires occasional evening and weekend work.

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: June 1979

Revised: February 1988

Approved by Civil Service Commission May 2, 1988

Previous Spec No. 331276

EEO Category: 6 – Administrative Support

Pay Grade: 236 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous