

**SNOHOMISH COUNTY JOB DESCRIPTION  
SECRETARY - PDS**

Spec No. 6223

**BASIC FUNCTION**

Perform a variety of secretarial work and handle administrative details.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Assist employees with clerical procedures as needed; types general correspondence reports, statements, and other documents as necessary; sets up formats for forms, charts and graphs; independently utilizes most word processing applications.
2. Receives and directs incoming and/or visitors; takes messages, determines needs, answers general questions and furnishes information regarding established procedures, policies and services and other information approved for release.
3. Coordinate, track and process all paperwork, applications, forms, files, and requests for legal advertising for the work group or division; enters information into data tracking system as appropriate.
4. Schedules appointments and meetings; reserve conference rooms and vehicles as needed.
5. Coordinate the administrative tasks of large projects (i.e., copying, mailing, packet or report assembly, in a timely manner) may assist with special projects as requested.
6. Set up and maintain files and record keeping systems for the work group or division; maintain necessary logs and records.

**STATEMENT OF OTHER JOB DUTIES**

7. Collects and compiles data; prepares standard forms and reports, requisitions and vouchers; may maintain employee leave records and schedules.
8. Assist senior level administrative staff as requested; may assist in overseeing the workload of office assistants, as assigned.
9. Maintain inventory of all supplies; request supplies as needed; arrange for maintenance of office equipment as required.
10. Processes and sort mail for the work group or division; establish and maintain incoming and outgoing mail logs.
11. Perform invoicing duties as needed; may oversee the collection and balancing of daily fees.

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**MINIMUM QUALIFICATIONS**

One (1) year of typing and secretarial experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

**SPECIAL REQUIREMENTS**

Typing 50 wpm.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- office practices and procedures;
- proper English, spelling, grammar, punctuation and word usage;
- basic bookkeeping and/or record keeping procedures.

Ability to:

- type accurately on word processing equipment or typewriter;
- establish and maintain effective work relationships with co workers and superiors;
- maintain necessary records and prepare required reports;
- deal courteously and tactfully with the general public;
- follow oral and written instructions;
- meet deadlines and cope with interruptions;
- establish and maintain record keeping systems;
- operate standard office equipment including telephone, typewriters and computerized systems.

**SUPERVISION**

Employee reports to a supervisor as assigned.

**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](#)

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Class Established: January 1997

Revised: January 2006 (only Pay Grade changed)

EEO Category: 6 – Administrative Support

Pay Grade: 306

Workers Comp: 5306 Non-Hazardous