

# SNOHOMISH COUNTY JOB DESCRIPTION

## SECRETARY, SENIOR

Spec No. 6170

### BASIC FUNCTION

To perform a variety of secretarial work and/or assist the director, division manager or assigned designee in the management of an office.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Composes and formats letters, memos, forms, charts, and agendas; prepares oral and visual presentations; rewrites or edits material submitted by others, as assigned by supervisor.
2. Processes mail and sorts according to action to be taken; may maintain calendar and make travel arrangements for manager.
3. Screens phone inquiries; provides assistance and refers callers to other staff as appropriate.
4. Sets up and maintains custody of confidential departmental information and/or payroll and personnel information.
5. Researches and provides information to the public, staff and other departments, commission, boards, or agencies regarding policies and procedures, provides project status and/or hearing information.
6. Prepares and submits requisitions, vouchers, budget transfers, emergency appropriations and supplemental appropriates for approval; may set up, post and maintain department or division reports as necessary.
7. Coordinates, facilitates and documents formal hearings and/or meetings, including preparation of materials and agendas and takes notes for finalization of minutes.
8. May act as a liaison between director/division manager and department staff, other departments and the general public; facilitates and coordinates action regarding requests for service or complaints through the appropriate channels.

### STATEMENT OF OTHER JOB DUTIES

9. May coordinate and schedule meetings.
10. May plan, coordinate and monitor special projects.
11. May perform duties of other subordinate level employees as required.
12. May provide guidance and instruction to employees in lower level classifications.
13. Performs related duties as required.

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### MINIMUM QUALIFICATIONS

Two (2) years secretarial and administrative experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- office practices and procedures
- proper English, spelling, grammar, punctuation and word usage
- basic bookkeeping and/or record keeping procedures
- word-processing, spreadsheet and database applications

Ability to:

- establish and maintain effective work relationships with co-workers and superiors
- maintain necessary records and prepare required reports
- operate standard office equipment
- deal courteously and tactfully with the general public
- communicate effectively both orally and in writing; follow oral and written instructions
- maintain confidentiality
- meet deadlines and cope with interruptions
- establish and maintain record keeping systems

### SUPERVISION

Employees receive limited supervision from an administrative superior as assigned. Objectives, priorities and deadlines are established by the supervisor. The employees plan and carry out successive steps and resolve problems in accordance with instructions, policies and accepted practices.

### WORKING CONDITIONS

The work is performed in the usual office environment. Attendance at night meetings may be required of some positions.

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: June 1977 as Secretary III  
Previous Spec No. 750744  
Revised: January 1986, March 1999, September 2016  
EEO Category: 6 – Administrative Support  
Pay Grade: 308 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous