

SNOHOMISH COUNTY JOB DESCRIPTION

SECRETARY

Spec No. 6168

BASIC FUNCTION

To perform a variety of secretarial work and handle administrative details.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Composes general correspondence, reports, statements and other documents as necessary; sets up formats for forms, charts and graphs.
2. Processes and sorts mail; stuffs envelopes and addresses outgoing mail.
3. Enters data; sets up and maintains files and filing systems; retrieves information and purges files as needed.
4. Receives and directs incoming calls and/or visitors; takes messages, determines needs, answers general questions and furnishes information regarding established procedures, policies and services.
5. Schedules appointments, meetings, conference rooms and/or vehicles.

STATEMENT OF OTHER JOB DUTIES

6. Maintains inventory records and custody of supplies; requisitions supplies and equipment; arranges appropriate maintenance services for the repair of facilities or equipment.
7. Collects and compiles data; prepares standard forms and reports, requisitions and vouchers; may maintain employee leave records and schedules.
8. May perform all the duties of subordinate level employees.
9. May provide guidance and instruction to employees in lower level classifications.
10. Performs related duties as required.

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

May be required to type up to 50 wpm.

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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:

- use Microsoft Office Suite
- 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

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](#)

Class Established: June 1977

Previous Spec No. 750742

Revised: January 1986, July 1988, and February 1993, January 2006, December 2016

EEO Category: 6 – Administrative Support

Pay Grade: 306 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous