

SNOHOMISH COUNTY JOB DESCRIPTION

SEMS and WAPA ADMINISTRATOR

Spec No. 3344

BASIC FUNCTION

To coordinate, develop and implement automation of procedures and processes for the Family Support Division (FSD) of the Prosecuting Attorney's Office. Act as liaison between the FSD and the Washington State Department of Social and Health Services (DSHS), Support Enforcement Management Systems (SEMS), Washington Association of Prosecuting Attorneys Support Enforcement Project (WAPA), and other local, county and state agencies as it relates to data processing issues.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Administers all Local Area Network (LAN) systems under the SEMS' Wide Area Network (WAN) by assisting SEMS in the planning and installation of the LAN; provides user names, passwords, and network training to personnel; installs, configures and maintains network software and interface cards to provide access to users; troubleshoots network problems, monitors status and efficiency of LAN and takes appropriate action as necessary; ensures integrity of database contents, monitors transaction activity, and provides database support.
2. Advises and/or assists with application design and analysis of projects where State standard software is being used; provides technical assistance to the staff for other internal software as assigned; coordinates with SEMS to request additional assistance as necessary.
3. Advises and/or assists in testing software development to ensure functional validity, recommending changes to correct deficiencies or to include additional pertinent data not included in original design.
4. Responsible for development and documentation of network procedures.
5. Examines computer equipment that has failed to determine the cause of failure; conducts routine tests to determine performance and reliability of installed equipment; answers client questions and gives technical advice regarding maintenance of equipment; submits requests for Data Processing Services forms to SEMS.
6. Plans and evaluates changes and additions to LAN; coordinates software requirements with network users; coordinates electrical connections with maintenance staff.
7. Determines needs, plans for, and coordinates the acquisition and installation of new hardware, software and supplies.
8. Programs legal forms to merge with the state's child support database using Wordperfect PerfectScript syntax to control and manipulate text entered by the user on the verification screen.
9. Attends and participates in SEMS or WAPA network meetings to keep abreast of important concerns, activities and events.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

10. Determines and coordinates data processing education requirements.

STATEMENT OF OTHER JOB DUTIES

11. May, under the direction of DSHS/SEMS, travel to and assist other county's Family Support Division technology needs as required.

12. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in computer science or related field; PLUS, three (3) years experience in operating and programming microcomputers, database programming and analysis, local area network administration; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- assigned department computer applications and a variety of software packages, including word processing, spreadsheets and database;
- general capabilities of microcomputers, minicomputers, mainframe computers, and their associated peripheral equipment;
- networking, file sharing, and file transfer capabilities between microcomputers, minicomputers, and mainframe computers;
- local and wide area network communications principles and management techniques;
- network, hierarchical and related structures, database philosophy and structures;
- microcomputer operating systems (such as MS DOS) and corresponding directory and file configuration techniques;
- various microcomputer file structures and formats;
- Legal writing and legal research, methods and sources.

Ability to:

- understand and apply knowledge of user needs to develop microcomputer applications from existing software;
- operate standard office machines, including microcomputers;
- analyze and resolve operational problems and help others solve problems;

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KNOWLEDGE AND ABILITIES (continued)

- train others in the use of computer equipment;
- maintain necessary records and documentation and prepare clear, concise guides and other written material;
- read, understand, and apply technical manuals and procedures;
- identify and distinguish color coded wiring;
- establish and maintain effective work relationships with superiors, peers, and associates;
- communicate effectively, both orally and in writing, with people of varying degrees of technical background;
- plan and think logically and be able to prioritize work;

Ability to:

- work under pressure, cope with interruptions, and meet deadlines;
- exercise good judgment as to when to act independently and when to refer situations to higher authority.

PHYSICAL REQUIREMENTS

Occasionally required to lift items weighing approximately forty (40) pounds.

SUPERVISION

The employee receives general direction from the department assigned Administrator. The work is performed with considerable independence and is reviewed through meetings, status reports and from results obtained.

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: December 2008
EEO Category: 2 – Professionals
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous