

SNOHOMISH COUNTY JOB DESCRIPTION

SUPPORTED EMPLOYMENT - OFFICE ASSISTANT I

Spec. No. 6379

BASIC FUNCTION

To perform a variety of routine office duties in a supported employment environment.

STATEMENT OF POSSIBLE JOB DUTIES

May perform any combination of the following duties:

1. Types tables, statements, cards, envelopes, forms, and routine correspondence utilizing a computer.
2. Opens, sorts, and delivers mail; prepares correspondence and related materials for outgoing mail; hand delivers materials as requested.
3. Files materials alphabetically, numerically, and/or chronologically; retrieves materials from files as requested.
4. Operates standard office equipment; may perform data entry.
5. Receives and directs the public to the appropriate person or department.
6. Prepares lists of numerical or written items; copies data from one form or record to another; makes simple mathematical calculations.
7. May perform routine administrative tasks; such as, maintaining conference room calendars and completing supply requisitions.
8. Performs related duties as required.

REQUIRED QUALIFICATIONS

The Supported Employment Office Assistant I candidate must be a client of the Developmental Disabilities Administration (DDA) and must provide a DDA number (contact DDA to obtain your number). The candidate must be connected to an employment agency with a job coach and be willing to receive long term employment support through DDA.

KNOWLEDGE AND ABILITIES

Under supported employment, the jobs assigned to the individual employee will be carefully matched to the skills and ability of that employee.

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- follow oral and/or written instructions
- do repetitive tasks
- operate standard office equipment
- establish and maintain effective work relationships with co-workers, superiors and other county employees

SUPERVISION

The Supported Employment employee will receive close supervision from a supervisor or administrator as assigned and a job coach from an employment agency. Specific instructions are given for most assignments.

WORKING CONDITIONS

The work is performed in the usual office environment with a job coach present when needed.

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: September 2015
Revised: November 2016
Pay Grade 302 – Clerical Pay Plan
EEO Category: 6 – Administrative/Office
Workers Comp: 5306 Non-Hazardous