

SNOHOMISH COUNTY JOB DESCRIPTION

TEMP - OFFICE ASSISTANT

Spec No. 9008

BASIC FUNCTION

To perform a variety of routine office duties.

STATEMENT OF ESSENTIAL DUTIES

1. May type tables, statements, cards, envelopes, forms and routine correspondence.
2. May open, sort, and deliver mail; prepare correspondence and related materials for outgoing mail; hand deliver materials as requested.
3. May file materials alphabetically, numerically, and/or chronologically; retrieve 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; answers telephones and takes basic telephone messages.
6. Prepares lists of numerical or written items; copies data from one form or record to another; makes simple mathematical calculations.
7. May receive cash and various other payments; collect cash; and return correct change and receipts/tickets. May assist with reconciliation of cash.
8. May perform routine administrative tasks, such as maintaining conference room calendars and completing supply requisitions.
9. Performs related duties as required.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and/or experience which provides the required knowledge and abilities. May be required to pass job related tests. Prefer six (6) months typing experience.

KNOWLEDGE AND ABILITIES

Knowledge of:

- rules of grammar, spelling, punctuation, and word usage
- standard office practices and procedures

Ability to:

- type accurately

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KNOWLEDGE AND ABILITIES (continued)

- follow oral and written instructions
- do repetitive tasks
- deal courteously with the public
- operate standard office equipment
- make simple mathematical calculations
- establish and maintain effective work relationships with co-workers, superiors, other county employees and the public

SUPERVISION

Employees receive close supervision from a supervisor or administrative superior as assigned. Specific instructions are given for most assignments. The work is reviewed for completeness and accuracy or the employees perform tasks which have checks built into the nature of the work.

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: January 2005
Revised: December 2016
EEO Category: 6 - Administrative Support
Pay Grade: Minimum Wage Range
Workers Comp: 5306 Non-Hazardous