

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT - AUDITOR

Spec No. 6290

BASIC FUNCTION

To provide a full range of complex and confidential administrative support to the County Auditor, Chief Deputy and to Auditor's Office divisions.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Administers and coordinates recruitment efforts; submits job requisitions, posts vacancies, coordinates the evaluation and interviewing of candidates, assists with onboarding tasks, and forwards completed recruitment files to Human Resources as required.
2. Oversees the preparation, posting, and reconciliation of office payroll; maintains vacation, sick leave, and overtime records; prepares Payroll Record Changes; provides personnel and payroll related data to management as requested; maintains custody of and processes confidential office and personnel information.
3. Assists in the preparation of the annual budget; monitors revenue and expense data of assigned operations; prepares journal vouchers, budget transfers, supplemental and emergency appropriation requests.
4. Performs specialized accounting duties as required including accounts payable, accounts receivable, reconciling accounts, receipting, and year-end close out.
5. Serves as liaison with other departments such as Human Resources, Facilities, Budget and Finance and Information Technology as required; represents the office on task forces and committees as assigned.
6. Arranges travel for management and staff to attend conferences/training; follows county travel policy.
7. Answers general phone line and email inquiries; welcomes visitors to office; maintains professional atmosphere of public facing areas.
8. Maintains office equipment contracts; purchases office supplies and equipment; provides guidance to divisions with purchasing and acquisition of equipment, supplies and services, coordinates requests for maintenance services.
9. Works in partnership with the county's Public Records Office to coordinate the office response to public records requests; ensures compliance with the Public Records Act; ensures staff are properly trained on public records policy and procedure.
10. Assists in the administration of county practices and procedures; ensures compliance with applicable department, county, state, and federal policies and procedures.
11. Recommends and implements administrative, operational efficiencies; coordinates projects as directed.

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12. Plans and coordinates office wide events; assists with monthly staff meetings and other meetings as needed.

13. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree with two (2) years increasingly complex administrative experience; 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 required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- accounting, budgeting and financial management practices and methods
- office management practices and procedures
- Microsoft Office Suite
- customer service techniques
- principles and practices of payroll and personnel management
- Washington State Public Records Act

Ability to:

- work with confidential information and maintain confidentiality when necessary
- analyze and develop administrative systems, policies and procedures
- analyze and resolve work related issues
- exercise initiative and judgment and make decisions within the scope of assigned authority
- handle multiple tasks efficiently in a busy office environment
- communicate effectively both orally and in writing
- establish and maintain effective work relationships with office personnel, public officials, county colleagues and the general public
- perform assigned duties accurately and within expected timeframes
- maintain necessary records and prepare required reports
- communicate effectively and tactfully to a wide range of customers
- follow oral and written instructions
- work independently and refer matters to management when appropriate

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- operate standard office equipment
- maintain a clean and professional work area

SUPERVISION

Employee reports to the Auditor and Chief Deputy Auditor. The work is carried out independently in accordance with instructions, established policies and accepted practices.

WORKING CONDITIONS

The work is performed in the typical 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 as Administrative Secretary

Revised: January 1986, December 1999; April 2021

Revised and Retitled: October 2007 as Administrative Assistant - Auditor

EEO Category: –Administrative

Pay Grade: 240 – Classified Pay Plan

Workers Comp: 5306 – Non-Hazardous

FLSA Status: Non-Exempt