

SNOHOMISH COUNTY JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT - EXECUTIVE

Spec No. 2007

BASIC FUNCTION

To provide administrative support services to the Executive Office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Maintain appointment calendar for assigned executive; arrange meetings and secure meeting accommodations and travel arrangements for staff.
2. Handles confidential and politically sensitive information and materials.
3. Provide full range of administrative support as required.
4. Attend meetings with/for assigned executive and other staff members to take minutes, transcribe, process and distribute as necessary.
5. Review, edit and correct documents, reports and correspondence from other departments that require the assigned executive's signature.
6. Serves as liaison between the executive's office and other government agencies, private industry and the general public.
7. Prioritize incoming mail, phone call and requests for appointments.
8. Prepare draft letters and reports for review; correct, finalize and distribute as required.
9. Supervise executive staff as required.

STATEMENT OF OTHER JOB DUTIES

10. May prepare and maintain employee time records and reconcile payroll ledgers.

MINIMUM QUALIFICATIONS

High school diploma or GED with office procedures or business training, AND, five (5) years of progressively responsible experience; OR, any equivalent combination of education and/or experience. Lead or supervisory experience desirable depending upon department assignment. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of leadership
- office policies, procedures, methods and equipment
- business writing and report preparation

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KNOWLEDGE AND ABILITIES (Continued)

- laws, rules, regulations and guidelines governing area of assignment
- research and analysis techniques
- Public Records Act (RCW 42.56)
- State laws and regulations regarding management of records

Ability to:

- operate computer terminals and applied software packages
- communicate effectively, both orally and in writing
- work independently
- exercise initiative and judgment and make decisions within the scope of assigned responsibility
- read, interpret and apply work related laws, rules and regulations
- exercise tact and diplomacy
- analyze and resolve work related problems
- establish and maintain effective working relationships with other county employees representatives of other agencies and with the general public

SUPERVISION

The employee receives limited supervision from an Executive Director or the Deputy Executive. The work is carried out independently in accordance with instructions, established policies and accepted practices.

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: March 1992
Previous Spec No. 380399
Revised: May 2012
EEO Category: 6 – Administrative Support
Pay Grade: 109 - Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous