

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT- HUMAN RESOURCES

Spec No. 2212

BASIC FUNCTION

To provide complex and confidential administrative support to the Director of Human Resources.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Acts as liaison between the director, department staff, other departments and the general public; initiates appropriate action regarding requests for services or complaints; represents the director by communicating procedures, policies, programs and mission to county employees and the general public.
2. Coordinates and schedules appointments and travel arrangements; maintains the Director's calendar; composes and formats letters, memos, forms and charts; upon direction and with general policy guidance, prepares a variety of correspondence, directives memoranda, reports, and other written material as required; researches and evaluates relevant information, forms conclusions and makes recommendations as appropriate; proofs and edits material submitted by others for signature and approval; prepares materials for presentations.
3. Plans, organizes and coordinates meetings; takes minutes, transcribes, edits and finalizes minutes; coordinates the work of the Director's office.
4. Coordinates and supervises the work of assigned support staff to ensure completion of support functions of the department.
5. Works with the Director of Human Resources to prepare the annual budget; prepares and submits budget drafts, budget transfers, emergency appropriations and supplemental appropriations for approval; provides accounting and budget related data to management as necessary.
6. Collects, reviews and audits employee time sheets; reviews payroll codes, categories, calculations and comments for accuracy and completeness; maintains employee payroll records for such categories as sick leave, vacation, overtime and hours worked; records employee salary and history changes such as hours worked, promotions, position names and numbers on manual and automated systems; provides backup support for Payroll function for department
7. Manages and assigns public records requests for the department; processes and tracks requests received; coordinates search and internal review of relevant records; prepares required redaction logs and letters; coordinates with other departments, the Public Records Officer and with the Prosecutor's Office when required; monitor's departmental compliance with RCW 42.56, Public Records Act.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Maintains custody of and processes confidential departmental information and personnel information including working files, legal documents; maintains custody of litigation files and other sensitive documents otherwise not assigned.
9. Serves as department coordinator for such functions as phone installation, office reallocations, space planning, furnishings, and building maintenance.
10. Reviews, analyzes and provides input to director on staff ergonomic and accommodation needs in Human Resources, coordinates and facilitates employee accommodations as required or as recommended.
11. Screens phone inquiries; refers calls to other staff members as appropriate; processes mail and sorts according to action to be taken.
12. Maintains confidentiality of all personnel, payroll, accounting and finance records and reports along with any other records, reports and/or information deemed to be sensitive in nature

STATEMENT OF OTHER DUTIES

13. Coordinates various reports and documents with other departments, agencies, and offices as necessary.
14. Provides information to the public, staff, and other departments regarding policies and procedures.
15. Coordinates special projects as assigned.
16. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Public Administration, Office Management or related field; AND 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

Must sign a confidentiality agreement as a condition of employment.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- conflict management and effective communication
- proper English, spelling, grammar, punctuation and word usage
- basic bookkeeping and record keeping
- computer technology
- office practices and procedures

Ability to:

- work under pressure and meet deadlines and cope with interruptions
- work with and maintain confidential information
- analyze and resolve work related problems
- exercise initiative and judgment, and make decisions within scope of assigned authority
- communicate effectively, both orally and in writing
- establish and maintain effective work relationships with public and private officials, other county employees, and with the general public
- operate computer equipment and applied software packages
- maintain necessary records and prepare required reports
- operate standard office equipment
- manage multiple tasks/activities while meeting specific deadlines
- maintain a high degree of accuracy with detailed information

SUPERVISION

The employee reports to the Director of Human Resources. The director establishes objectives, priorities and deadlines. The work is reviewed through periodic meetings, status reports and by evaluation of 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: June 2000 as Administrative Labor Relations Coordinator
Revised: December 2004, August 2007, May 2009, August 2015, October 2017
Revised and Retitled June 2006
EEO Category: 2 – Administrative Support
Pay Grade: 240 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous