

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Spec No. 5000

BASIC FUNCTION

To provide administrative support services for a department.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Reviews, monitors and tracks all position vacancies for department (procedures for hiring, testing, interviewing, and selecting) and advises Directors, Managers, and Supervisors regarding the same.
2. Serves as liaison with other departments such as Personnel, Payroll, Budget and Finance and Information Services and Department Divisions as required; represents the Director on task forces and committee as assigned.
3. Develops and maintains manual and computerized management systems for departmental personnel and correspondence systems utilizing available hardware and software; provides personnel and payroll related data to management as required.
4. Maintains custody of and processes confidential departmental information such as employee evaluations, grievances and departmental employee files; prepares and approves all payroll record changes for the department.
5. Reviews, analyzes and provides input on all employment certification lists, job opening requisitions and supplemental questionnaires or tests.
6. Reviews all reclassifications and new position requests and provides recommendations to department management.
7. Answers employee questions and makes referrals concerning personnel, union contracts and training related matters; informs staff regarding new laws, policy interpretations and procedural revisions; attends meetings as the Director's representative.
8. Review and monitor departmental actions concerning personnel matters such as hiring, disciplinary actions, termination's, and classifications; investigates personnel related problems and recommends appropriate action to departmental management.
9. Supervises, reviews, and evaluates the work of subordinate employees; trains new employees; initiates various personnel actions including hiring, discipline and termination of subordinate employees as necessary.
10. Acts as department coordinator for such functions as phone installation, office reallocations, building maintenance and training as assigned.
11. Monitors and reviews the maintenance of department personnel, payroll, vacation, sick leave, overtime, comp time, inventory and accounts payable records; processes payroll related forms.

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Spec No. 5000

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Assists in the administration of county personnel practices and procedures; assures Compliance with applicable department, county, state, and federal policies and procedures.
13. Develops and monitors the department plan for Affirmative Action; representative for department on county affirmative action committee.
14. Reviews department grievances.

STATEMENT OF OTHER DUTIES

15. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business or public administration, AND, two (2) years experience in administrative work; 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 may be required.

When assigned to the Department of Corrections:

Candidates must be at least 21 years old at the time of application.

KNOWLEDGE AND ABILITIES

Knowledge of:

- office management and supervision practices and procedures
- principles and practices of public personnel management
- computer technology
- office practices and procedures
- proper English, spelling, grammar, punctuation and word usage
- basic bookkeeping and/or record keeping procedures

Ability to:

- analyze and develop administrative systems, policies and procedures
- analyze and resolve work related problems

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Spec No. 5000

KNOWLEDGE AND ABILITIES (Continued)

- exercise initiative and judgment and make decisions within the scope of assigned authority
- communicate effectively both orally and in writing
- plan, schedule, train, supervise and/or evaluate the work of subordinate employees
- establish and maintain effective work relationships with department personnel, public and private officials, other county employees and with the general public

SUPERVISION

Employee reports to an administrative superior as assigned. The work reviewed through periodic status reports and results obtained. The employee supervises subordinate level clerical and office support staff, as assigned.

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: September 1991 as Administrative Assistant - Public Works
Previous Spec # 610640
Retitled: September 2001
EEO Category: 2 - Professionals
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous