

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE COORDINATOR

Spec No. 2011

BASIC FUNCTION

To provide administrative support and a full range of clerical duties to assigned department or division.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Conducts research and analysis projects as directed; develops, recommends and implements procedural changes for use by clerical employees within the department.
2. Serves as liaison with other departments and divisions as required; represents the Director on task forces and committees as assigned.
3. Develops and maintains manual and computerized management systems for departmental financial, personnel and correspondence systems utilizing available hardware and software.
4. Monitors departmental budget; assists in budget preparations; prepares required documentation for purchases and payments; may prepare support documentation required for contracts, budget transfers, supplemental and emergency appropriations.
5. Provides technical word processing and spreadsheet guidance and training to departmental staff.
6. Prepares and maintains employee time records and payroll information for departmental administrative staff.
7. Maintains custody of and processes confidential departmental information such as employee evaluations and personnel files.
8. Takes, transcribes and edits notes from administrative superior and at formal meetings and/or uses word processing technologies.

STATEMENT OF OTHER DUTIES

9. May track equipment and inventory.
10. Performs related duties as required.

MINIMUM QUALIFICATIONS

Three (3) years of confidential or executive secretarial experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required.

When assigned to the Department of Corrections:

Candidates for employment must be at least 21 years old at the time of application. Candidates must also be a lawful permanent resident or United States citizen.

KNOWLEDGE AND ABILITIES

Knowledge of:

- governmental budgeting practices and principles
- computer technology
- office practices and procedures
- proper English, spelling, grammar, punctuation and word usage
- basic bookkeeping and/or record keeping procedures

Ability to:

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

SUPERVISION

Employee receives limited supervision from an administrative superior as assigned. Objectives, priorities and deadlines are established by the supervisor. The work is reviewed through periodic meetings, status reports and by evaluation of results obtained.

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WORKING CONDITIONS

The work is performed in the usual office environment with two (2) plus hours daily on the computer.

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 1988

Previous Spec No. 380384

Revised: November 1996; March 2001; March 2010, July 2018

EEO Category: 6 – Administrative Support

Pay Grade: 311- Clerical Pay Plan

Workers Comp: 5306 Non-Hazardous