

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **DRUG TASK FORCE ASSISTANT**

Spec No. 6047

### **BASIC FUNCTION**

To perform a variety of complex highly confidential office duties and secretarial work for the Drug Task Force.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Types forms, documents, reports and correspondence from longhand copy, general instructions or dictation.
2. Sets up and maintains a file system and physical files in accordance with law enforcement and Snohomish County government standards as well as those of the grant-funding agency.
3. Serves as Task Force receptionist by receiving visitors, answering phones, providing routine information and/or directing individuals to the appropriate authority.
4. Monitors and maintains required security measures.
5. Maintains Task Force financial records; prepares and submits requisitions and vouchers as necessary; facilitates the appropriate purchase and payment of Task Force office supplies, goods and services.
6. Collects data and prepares reports as assigned.
7. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Six (6) months secretarial or clerical experience working for a law enforcement agency; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Word processing and/or data processing experience is preferred. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

Prior to appointment to the position, applicants must pass a complete background investigation including fingerprinting, a complete criminal records check and a polygraph examination.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- proper English, spelling, grammar, punctuation and word usage;
- basic bookkeeping and/or record keeping procedures;
- law enforcement procedures, regulations and terminology;
- criminal justice legal terminology, standard forms and procedures;
- office practices and procedures.

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## DRUG TASK FORCE ASSISTANT

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### KNOWLEDGE AND ABILITIES (continued)

Ability to:

- maintain confidentiality of information and be discrete;
- type accurately on word processing equipment or electric typewriter;
- make arithmetic calculations;
- establish and maintain effective work relationships with superiors, peers and the general public;
- maintain necessary records and prepare required reports;
- follow written and oral instructions;
- operate standard office equipment such as telephones and adding machines;
- meet deadlines and cope with interruptions.

### SUPERVISION

Employees receive general supervision from a supervisor and/or an administrative superior as assigned. Assignments are made by indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. Employees carry out recurring assignments on their own initiative and receive additional instructions for new or unusual assignments. Work may be spot-checked to ensure timely completion and accuracy.

### WORKING CONDITIONS

The work is performed in the usual office environment.

Class Established: October 1987

EEO Category: 6 – Administrative Support

Pay Grade: 306 – Clerical Pay Plan

Workers Comp: 5306 Non-Hazardous