

# **SNOHOMISH COUNTY CLASS SPECIFICATION**

## **ENERGY AND WEATHERIZATION ASSISTANT II**

Spec No. 2066

### BASIC FUNCTION

To perform technical and clerical duties in support of the County Energy Assistance and Weatherization Programs. Maintains, prepares and processes documents and records requiring a considerable in-depth knowledge of legal and/or regulatory requirements, proper format and content.

### STATEMENT OF ESSENTIAL DUTIES

1. Assists clients in person and on the telephone in correctly completing forms; reviews forms for accuracy; requests additional information as needed; calculates eligibility and answers questions regarding eligibility.
2. Enters data and information in the Weatherization Information Data System state computer systems. Enters information in the County's access-based system. Creates files and scans data into the County's image processing program and retrieves data, uses word-processing and spreadsheets.
3. Reviews client files to ensure that all documents are signed and completed per contract requirements and placed in the proper order.
4. Provides client awareness and information in Energy Conservation and/or Weatherization practices Provides awareness and information in Energy Conservation and provides information and instruction in Mold and Mildew Protocol, Lead-Based Paint Safe Work Practices, and low/no cost energy savings tips to clients; explains Weatherization tests, practices, and measures to clients as needed.
5. Provides technical assistance and support in determining eligibility for Energy Assistance and/or Weatherization. Assists clients in determining program eligibility by helping determine income types and rates at which income is counted, explaining property ownership issues, and determining net business income from self-employment.
6. Provides information and referral to Community Service Agencies.
7. Answers telephone; responds to questions or routes calls to correct party.
8. Maintains office supplies and forms; orders replacements as needed; and verifies receipt of supplies for compliance.
9. Performs related duties as required.

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### MINIMUM QUALIFICATIONS

Two (2) years of experience in Energy Assistance or Weatherization programs performing a variety of client intake, program eligibility and interviewing experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities PROVIDED that at least one year of experience is in determining eligibility for an income based grant funded program with preference given to the Low Income Home Energy Assistance Program (L.I.H.E.A.P.).

Must have at least one year experience working in grant funded programs with preference given to experience in the Low Income Home Energy Assistance Program (L.I.H.E.A.P.), the Department of Energy, Bonneville Power Administration. The Weatherization Assistance Program, the Puget Sound Energy Low Income Weatherization Program, the Matchmaker Program or Health and Human Services programs. Must pass job related tests.

### SPECIAL REQUIREMENTS

1. A valid Washington State Driver's License is required for employment.
2. Persons performing Weatherization-related duties must comply with the following:
  - a. Hold or obtain within six months of hire the Dept. of Energy Certification in Mold and Mildew Protocol (sooner if classes are available).
  - b. Hold or be able to obtain HUD/DOE Lead-Based Paint Safe Work Practices certification within six months of hire (sooner if classes are available).
  - c. Attend classes at the Building Performance Center or at other locations specified by the Dept. of Commerce and/or Snohomish County Human Services Dept.
  - d. Other training and certifications for various Weatherization tests and techniques as required/provided by the Washington State Dept. of Commerce or other grantors.
3. Persons performing Energy Assistance-related duties must comply with the following:
  - a. Obtain training or certifications required by the Washington State Dept. of Commerce or other grantors

### KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices and procedures
- basic mathematical calculations
- all phases of personal computers, including database and word-processing; all phases of related office work

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#### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- assist the public in determining what their needs are
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- type accurately
- maintain necessary records and prepare required reports
- learn to retain complex procedures, laws and regulations
- clearly explain policies, procedures, laws and regulations
- work with minimal supervision
- read, interpret and categorize data rapidly and accurately
- operate standard office equipment
- meet deadlines and cope with interruptions
- exercise good judgment

#### SUPERVISION

Employees receive limited supervision from a Human Services Specialist III or administrator as assigned. objectives, priorities and deadlines are established by the supervisor. Employees plan and carry out successive steps and resolve problems in accordance with instructions, policies and accepted practices.

#### WORKING CONDITIONS

The work is performed in the usual office environment. Occasional field work may be required when assisting clients.

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: October 1989  
Previous Spec No. 370359  
Revised: April 2012  
EEO Category: 6 – Administrative Support  
Pay Grade: 308 - Clerical Pay Plan  
Workers Comp: 5306 Non-Hazardous