

SNOHOMISH COUNTY CLASS SPECIFICATION

ENERGY AND WEATHERIZATION ASSISTANT III

Spec No. 2067

BASIC FUNCTION

To perform complex accounting, clerical, and technical 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 DUTIES

1. Contacts contractors to monitor process, coordinate inspections, corrections of work and technical compliancy with each program's specifications.
2. Enters information on the computer in standardized format, such as work orders, supplemental worksheets or funding data; submits necessary information to the funding authority and the department's fiscal unit; reconciles differences; maintains accurate records.
3. Prepares packets and schedules audits and inspections.
4. Review client files to ensure that all documents are signed and completed per contract compliance.
5. Types a variety of reports, correspondence and forms on the personal computers using word-processing, spreadsheet and data manager programs.
6. Track up line and down line contracts for Weatherization and Energy Assistance.
7. Acts as technical lead, trains other employees in work related to Weatherization, and/or Energy Assistance.
8. Assists clients in person and on the telephone in correctly completing forms; reviews forms for accuracy; request additional information as needed; calculates eligibility and answers questions regarding eligibility.
9. May occasionally accompany Auditor and Inspector for backup and training purposes.
10. Perform related duties as required.

MINIMUM QUALIFICATIONS

Three (3) years of experience in Energy/Weatherization programs performing a variety of office work; three (3) years of experience demonstrating computer cost accounting; 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. Must become a notary within ninety (90) days of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices and procedures;
- mathematical calculations, including percentages and reconciliation's;
- accounting practices and procedures;
- all phases of related office work;
- all phases of personal computers, including database, word processing, and spreadsheet.

Ability to:

- accurately process data and mathematical material;
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- establish and maintain effective work relationships with superiors, peers, subordinates and the general public;
- maintain an overview of complex processes;
- maintain necessary records and prepare required reports;
- read, interpret and apply laws, regulations and procedures which govern the work unit;
- operate standard office equipment including telephones, typewriters, video terminals, calculators and personal computers;
- use database, spreadsheet and word processing software packages;
- critically analyze and solve work related problems;
- work independently and under pressure, 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 or accompanying the auditor or inspector.

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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 1987 as Weatherization Assistant

Previous Spec No. 371354

Retitled and Revised: October 1989

EEO Category: 6 - Administrative Support

Pay Grade: 310 - Clerical Pay Plan

Workers Comp: Non-Hazardous