

SNOHOMISH COUNTY JOB DESCRIPTION

EXECUTIVE ASSISTANT

Spec No. 2075

BASIC FUNCTION

To provide administrative support services to the County Executive and Executive Office personnel.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Maintains appointment calendar for the County Executive and other administration staff as needed; arranges meetings and secures meeting accommodations and travel arrangements as needed.
2. Prioritizes incoming mail, email, phone calls, and requests for appointments; delegates requests for information, assistance and meetings as needed; monitors and tracks documents and correspondence which require timely action, decision, or response.
3. Serves as liaison between the Executive Office and the general public, other county departments and staff, government agencies, media, and private industry.
4. Collaborates and coordinates with others to develop and implement procedures and techniques to accomplish organizational objectives, responsibilities, and administrative control.
5. Handles confidential and politically sensitive information and materials.
6. Attends meetings as needed to represent the Executive Office; takes notes and processes and distributes materials as needed.
7. Reviews, edits, drafts, and corrects documents, reports and correspondence as requested.
8. Maintains necessary records and prepares required reports.
9. Employee Recruitment: assists Executive Office personnel with the employee recruitment processes; coordinates with Human Resources regarding posting job announcements; schedules interviews; writes offer letters, facilitates the onboarding process for employees and volunteers.
10. Employee Separation: Assists employees with the separation process; provides information regarding benefits, retirement options and payouts; works with Human Resources and Finance to ensure proper separation.

STATEMENT OF OTHER JOB DUTIES

11. Performs related duties as required.

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MINIMUM QUALIFICATIONS

An Associate's Degree; AND, five (5) years of progressively responsible experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of public administration
- organization, structure and function of county government
- Public Records Act (RCW 42.56)
- administrative practices and procedures
- laws, rules, regulations and guidelines governing area of assignment
- office policies, procedures, methods, and equipment

Ability to:

- observe strict confidentiality regarding all information obtained in the course of employment
- establish and maintain effective working relationships with superiors, associates, other county employees, members of the law enforcement community and judicial system, and the general public
- exercise initiative and sound judgement within the scope of assigned responsibility
- exercise diplomacy and tact when assisting and interacting with the public, including any distraught or difficult individuals
- perform administrative duties, such as operate standard office equipment; type accurately; create and maintain records, files and reports; communicate effectively, both orally and in writing
- produce work product that meets professional standards of quality, neatness, accuracy, and promptness
- read and apply work related laws, rules, and regulations
- meet deadlines and cope with interruptions
- work independently with minimal supervision
- follow oral and written instructions
- analyze and resolve work-related problems
- maintain all ethical and professional standards of the office
- quickly learn the names, locations and functions of departmental activities

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SUPERVISION

Employee reports to the Executive Chief of Staff. Work is performed independently in accordance with instructions, established policies and accepted practices. The position is evaluated through reviews and written evaluations.

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: April 1980 as Executive Secretary
Previous Spec No. 380387
Revised: January 1988
Revised and retitled: January 2017, Executive, Assistant to
EEO Category: 6 – Administrative Support
Pay Grade: 109 – Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous