

SNOHOMISH COUNTY JOB DESCRIPTION
OFFICE SYSTEMS COORDINATOR - E R & R

Spec No. 6186

BASIC FUNCTION

To provide systems support and a full range of secretary duties to assigned department or division. (To be assigned to this classification, an employee must be performing the system-related duties at least 50% of the time.)

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists in the installation of computer systems and maintains systems as required.
2. Trains department staff in the operation of new and revised systems; conducts or coordinates training classes as necessary; acts as an ongoing informational resource to system users.
3. Investigates data and system errors and makes corrections as necessary; contacts system vendors and information services for assistance and information; relays information secured to users as necessary.
4. Generates scheduled reports and develops new computer reports utilizing the system's report generator.
5. Enters data on a personal computer; sets up and maintains computer files; retrieves information from computer; proofs and corrects work entered; purges files of obsolete or incorrect information.
6. Acts as liaison with Computer Operations; represents the manager on task forces and committees as assigned.

STATEMENT OF OTHER JOB DUTIES

7. Performs all the duties of a Senior Secretary.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

Three (3) years of personal, confidential or executive secretary experience including working with personal computer based system; 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:

- the use of computer technology;
- office practices and procedures;
- proper English, spelling, grammar, punctuation and word usage;

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KNOWLEDGE AND ABILITIES (continued)

Knowledge of:

- basic bookkeeping and/or record keeping procedures;
- word processing, spread sheets, database and presentation software.

Ability to:

- operate personal computer and applied software packages;
- analyze and resolve work related problems;
- exercise initiative and judgment and make decisions within the scope of assigned authority;
- establish and maintain effective working relationships with other county employees, representatives of other agencies and with the general public;
- maintain necessary records and prepare required reports;
- communicate effectively, both orally and in writing;
- meet deadlines and cope with interruptions;
- operate standard office machines and equipment.

SUPERVISION

Employee receives limited supervision from an administrative superior. The supervisor establishes objectives, priorities and deadlines. The work is reviewed through periodic meetings, status reports and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment.

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: July 1990
Previous Spec No.730790
Revised and Retitled: January 1997 Systems Coordinator
EEO Category: 6 – Administrative Support
Pay Grade: 311 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous