

# SNOHOMISH COUNTY JOB DESCRIPTION

## PROJECT ASSISTANT

Spec No. 6160

### BASIC FUNCTION

Support Project team members through assigned tasks related to research, analysis, recommendations and development of RM activities and tracking.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates day labor and special maintenance projects; prepares project initiation forms for authorized projects; obtains and/or prepares copies of cost estimates; reviews estimates supplied by others for completeness and current prices; prepares project status reports as necessary.
2. Sets up and maintains project packages and files; prepares copies of maps and plans; routes files as necessary.
3. Calculates labor, equipment and materials costs; sets up and maintains spreadsheets; researches and reconciles discrepancies.
4. Orders, requisitions and/or purchases non-stock items; researches prices; receives and stores incoming shipments; picks up and delivers equipment, materials and supplies as necessary; maintains purchasing files; researches and recommends service agreements.
5. Supports Project Teams as assigned to provide technical assistance, research and analysis as required. May be involved in brainstorming processes, developing work flow diagrams and standards.
6. Maintains computer database systems, performing queries, updates and analysis of systems.

### STATEMENT OF OTHER JOB DUTIES

- 7 May perform all the duties of subordinate level employees.
- 8 Performs related duties as required.

### MINIMUM QUALIFICATIONS

Two (2) years of experience covering all phases of related office work; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Prior personal computer experience is preferred. Must pass job related tests.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office procedures and practices;

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- the rules of grammar, spelling, punctuation and word usage;
- basic mathematical calculations;
- all phases of related office work; personal computers and software.

Ability to:

- type accurately;
- establish and maintain effective work relationships with superiors, peers, subordinate level employees and the general public;
- maintain necessary records and prepare required reports;
- maintain an overview of complex processes;
- read, interpret and apply laws, rules, codes and procedures which govern the work unit;
- understand and execute complex oral and written instructions;
- operate standard office equipment including telephones, video terminals and calculators;
- critically analyze and solve work related problems;
- work independently and under pressure, meet deadlines and cope with interruptions;
- exercise good judgment.

### PHYSICAL REQUIREMENT

Manual dexterity is required to operate assigned equipment and a computer terminal. Talking, seeing and hearing and reading are required. Occasional lifting and bending are required.

### SUPERVISION

The employee receives limited supervision from a supervisor or an administrative superior. The work is carried independently in accordance with instructions, established policies and accepted practices.

### 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: November 1990  
Previous Spec No. 710739  
Revised: April 1993; Revised November 2009  
EEO Category: 6 – Administrative Support  
Pay Grade: 310 – Clerical Pay Plan  
Workers Comp: 5306 Non-Hazardous