

SNOHOMISH COUNTY JOB DESCRIPTION

SECRETARY, SENIOR - CORRECTIONS

Spec No. 6335

BASIC FUNCTION

To perform the full scope of secretarial work and/or assist an operations or administrative manager in the Snohomish County Jail.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Composes and formats letters, memos, policies, procedures, forms, charts and graphs utilizing word processing equipment or typewriters; reviews material submitted by others for accuracy and rewrites or edits as needed.
2. Designs, develops and/or maintains databases and tracking systems for such things as inmate grievances, incident and accident reports, employment application materials and personnel actions.
3. Composes initial drafts of sensitive personnel documents independently or from verbal instructions or dictation to include probationary performance evaluations, employee disciplinary proposals, grievance responses, applicant status letters, and recruiting flyers. Formats final documents following review by appropriate superiors.
4. May support the Internal Investigations Unit by transcribing interviews, monitoring timelines, producing memos and reports for on-shift or IIU investigations. May support the department's recruiting and hiring process by attending meetings, monitoring the recruiting calendar, tracking applicants, gathering applicant data, and producing recommendations and reports.
5. Prepares and submits requisitions, vouchers, budget transfers, emergency appropriations and supplemental appropriations for approval; may set up and post departmental ledgers.
6. Maintains custody of and processes confidential departmental information and/or hiring, personnel and payroll information.
7. Schedules appointments and arranges meetings and travel arrangements as required.

STATEMENT OF OTHER JOB DUTIES

8. May take, transcribe and edit machine or shorthand dictation from administrative superior, staff meetings, or at formal hearings or meetings, which may include labor relations materials, such as grievances and meeting minutes.
9. Performs all the duties of a Secretary and other subordinate level employees as required.
10. May provide guidance and instruction to employees in lower level classifications.
11. Performs related duties as required.

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MINIMUM QUALIFICATIONS

Two (2) years of secretarial experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Previous lead experience is preferred. Must successfully pass a Work Sample Test. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- office practices and procedures;
- proper English, spelling grammar, punctuation and word usage;
- basic bookkeeping and/or record keeping procedures;
- computer word processing, spreadsheet and database applications.

Ability to:

- type accurately on word processing equipment or electric typewriter;
- establish and maintain effective work relationships with superiors, peers, the general public, other departments, and criminal justice officials and staff.
- maintain necessary records and prepare reports;
- operate standard office equipment;
- communicate effectively both orally and in writing;
- take and transcribe shorthand or equivalent and prepare accurate and complete transcriptions;
- maintain confidentiality;
- work with minimum supervision;
- learn and retain complex procedures, laws and regulations;
- follow oral and written instructions;
- work under pressure, meet deadlines and cope with interruptions;
- prioritize effectively with little or no supervision.

SUPERVISION

Employees receive limited supervision from an administrative superior as assigned. The supervisor establishes objectives, priorities and deadlines. The employees plan and carry out successive steps and resolve problems in accordance with instructions, policies and accepted practices. Employees are responsible for the work produced by the employees they lead.

SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal history background investigation, a polygraph and psychological examination. Candidates must be at least 21 years old at the time of application.

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WORKING CONDITIONS

The work is performed in a 24-hour, 7-day per week secure adult detention environment. Positions in this class typically require daily focus on computer screen for 2+ hours; precise control of fingers and hand movements. Attendance at night meetings may be required of some positions.

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: December 2004 from Secretary, Sr. (6170)

Revised: August 2006

EEO Category: 6 – Administrative Support

Pay Grade: 308

Workers Comp: 5306 Non-Hazardous