

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **SECRETARY, SENIOR SNOHOMISH COUNTY HUMAN RIGHTS COMMISSION (SCHRC)**

Spec No. 6366

### **BASIC FUNCTION**

To perform the full scope of secretarial work and/or assist a professional or administrative manager in the management of the Snohomish County Human Rights Commission.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Schedules appointments and arranges meetings and travel arrangements as required.
2. Composes and formats letters, memos, forms, charts and graphs utilizing word processing equipment or typewriters; rewrites or edits material submitted by others.
3. Prepares and submits requisitions, vouchers, budget transfers, emergency appropriations and supplemental appropriations for approval; may set up and post departmental ledgers and prepare draft budgets.
4. Maintains custody of and processes confidential departmental information and/or personnel and payroll information for the Snohomish County Human Rights Commission.

### **STATEMENT OF OTHER JOB DUTIES**

5. May take, transcribe and edit machine or shorthand dictation from administrative superior, staff meetings, or at formal hearings or meetings.
6. Performs all the duties of a Secretary and other subordinate level employees as required.
7. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

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

### **SPECIAL REQUIREMENTS**

Candidates for employment must successfully pass a criminal background investigation including fingerprinting. Bi-lingual in at least one language is preferred.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- office practices and procedures;

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#### KNOWLEDGE AND ABILITIES (continued)

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

#### Ability to:

- Greet and communicate effectively with diverse populations and community leaders.
- type accurately on word processing equipment or electric typewriter;
- establish and maintain effective work relationships with superiors, peers, and the general public;
- maintain necessary records and prepare reports;
- operate standard office equipment;
- communicate effectively both orally and in writing;
- maintain confidentiality;
- work with minimum supervision;
- work under pressure, meet deadlines and cope with interruptions.

#### SUPERVISION

Employees receive limited supervision from Snohomish County Human Rights Commission members as assigned. The Commission establishes objectives, priorities and deadlines. The 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. 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.

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: August 2010  
EEO Category: 6 – Administrative Support  
Pay Grade: 308 – Clerical Pay Plan  
Worker's Comp: 5306 - NonHazardous