

SNOHOMISH COUNTY JOB DESCRIPTION

TEMP – SHERIFF’S OFFICE TECHNICIAN

Spec No. 9122

BASIC FUNCTION

To perform a variety of routine office duties.

STATEMENT OF DUTIES

1. May type tables, statements, cards, envelopes, forms and routine correspondence utilizing word processing equipment;
2. May file materials alphabetically, numerically, and/or chronologically; retrieve materials from files as requested;
3. Operates standard office equipment such as calculators, copy machines, telephones, and computers;
4. May assist other employees in the department enter data on computer terminals, gather information through research;
5. May answer telephones and take basic telephone messages;
6. Prepares lists of numerical or written items; copies data from one form or record to another; makes simple arithmetic calculations;
7. Scan documents and prepare records for storage;
8. May receive freight shipments, verify contents of shipments, track inventory in computer system, and distribute items to appropriate location as directed;
9. Performs related duties as required.

MINIMUM QUALIFICATIONS

Any equivalent combination of training, education, and/or experience which provides the required knowledge and abilities. Prefer six (6) months office experience. Must be a United States citizen; minimum 18 years of age, no maximum age. Must pass pre-employment examinations including, but not limited to, a background investigation, fingerprinting, criminal record check, and a polygraph examination. A psychological evaluation may also be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- rules of grammar, spelling, punctuation, and word usage;
- standard office practices and procedures.

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- type accurately;
- follow oral and written instructions;
- do repetitive tasks;
- deal courteously with the public;
- operate standard office equipment including telephones, computers, and calculators;
- make simple arithmetic calculations.

SUPERVISION

Employees receive close supervision from a supervisor or administrative superior as assigned. Specific instructions are given for most assignments. The work is reviewed for completeness and accuracy or the employee performs tasks which have checks built into the nature of the work.

WORKING CONDITIONS

The work is performed in the usual office environment. Maximum duration of appointment to this position shall not exceed four months per calendar year.

PAY RANGE: Minimum wage - \$11.00 per hour.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Proposed: August 2005
Class Approved by the Civil Service Commission September 7, 2005
EEO Category: Administrative Support
Pay Grade: Minimum Wage Range
Workers Comp: 5306 Non-Hazardous