

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **ADMINISTRATIVE ASSISTANT - TREASURER**

Spec No. 2415

#### **BASIC FUNCTION**

To provide administrative support services to the Treasurer and Deputy Treasurer.

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

1. Maintains appointment calendar for the Treasurer and Deputy Treasurer and other administration staff as needed; arranges meetings and secures meeting accommodations and travel arrangements for administrative staff as needed.
2. Handles confidential and politically sensitive information and materials; maintains custody of legal documents, litigation files and other sensitive documents as needed.
3. Serves as liaison between the Office and other government agencies, media, private industry and the general public.
4. Collaborates and coordinates with others to develop and implement procedures and techniques to accomplish organizational objectives, responsibilities, and administrative control.
5. Prioritizes incoming mail, phone calls, and requests for appointments; delegates requests for information, assistance and meetings as needed; monitors and tracks documents and correspondence which require timely action, decision, or response. Prepares draft letters and reports for review; corrects, finalizes and distributes as required for Treasurer and Deputy Treasurer. Provides a full range of administrative support as required.
6. Attends meetings with/for Deputy Treasurer as needed to represent the Office; takes notes and processes and distributes materials as needed.
7. Reviews, edits, drafts, and corrects documents, reports and correspondence from the Treasurer and Deputy Treasurer and other administrative staff as requested.
8. Prepares personnel action forms for all position changes, including but not limited to, hiring, terminations, transfers, promotions, and step changes.
9. Assists the Treasurer and Deputy Treasurer with the recruitment process for personnel. Coordinates with Human Resources on the issuance of job announcements, processes resumes, prepares summary spreadsheets, schedules interviews, assists with reference/background checks, coordinates final interviews, and issues letters to applicants using the online recruitment system.
10. Assists the Public Information Officer/Public Records Officer as needed.
11. Prepares and distributes agendas for staff meetings and ad hoc committees as needed by the Treasurer and Deputy Treasurer.

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#### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Works with Facilities and Information Services on office matters, e.g., order/replacing furniture, office name plates, and technology equipment.
13. Coordinates Charitable Campaigns, including United Way.
14. Prepares ECAF's and Motions for Council approval, works closely with the Assessor's office.

#### STATEMENT OF OTHER JOB DUTIES

15. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS

High school diploma or GED with office procedures or business training, AND, four (4) years of progressively responsible experience; OR, any equivalent combination of education and/or experience. Lead or supervisory experience desirable depending upon department assignment. Must pass job related tests.

#### KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of office management;
- office policies, procedures, methods and equipment;
- business writing and report preparation;
- laws, rules, regulations and guidelines governing areas of assignment;
- research and analysis techniques.

Ability to:

- operate computer and applied software;
- communicate effectively, both orally and in writing;
- work independently;
- exercise initiative and judgment and make decisions within the scope of assigned responsibility;
- read, interpret and apply work related laws, rules and regulations;
- exercise tact and diplomacy;
- analyze and resolve work related problems;
- establish and maintain effective working relationships with other county employees, representatives of other agencies and with the general public.

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#### **SUPERVISION**

The employee receives limited supervision from the Treasurer or Deputy. The work is primarily carried out 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: March 2020  
EEO Category: 6 – Administrative Support  
Pay Grade: 107 - Management Exempt Pay Plan  
Workers Comp: 5306 Non-Hazardous