



## ASSISTANT TO THE AUDITOR

**Department:** Auditor  
**Job Class #:** 106500  
**Pay Range:** Professional 05

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This position provides executive-level administrative support to the Pierce County Auditor. Position duties include working with confidential and highly sensitive information. Position duties include communications, marketing and public relations. An employee in this classification is appointed by the elected Auditor and serves at his or her pleasure. This position is exempt from the Career Service System. Work is performed with considerable latitude for independent judgment and is reviewed upon completion by an administrative superior.

### **ESSENTIAL FUNCTIONS:**

- Provide support to the Auditor, Deputy Auditor, and management team as assigned.
- Inform the Auditor of noteworthy information that may impact the department or require attention.
- Provide input and recommendations to the Auditor, and help establish administrative priorities.
- Schedule and maintain the Auditor's calendar; coordinate and set appointments, using independent judgment to assess priority and attendees.
- Prepare and manage confidential correspondence, proposals and/or reports. Maintain confidential records and files.
- Upon request, conduct research, analyses and special studies for departmental or public dissemination.
- Coordinate the design, implementation, and maintenance of the Auditor's internet and intranet sites (including social media programs).
- Create and maintain subscriber and stakeholder contact lists.
- Promote and publicize programs and activities through web page development, e-newsletters, blog entries, news events, public outreach, exhibits, publications, etc.
- Coordinate and lead meetings regarding communication and marketing projects.
- Coordinate, develop and plan communication and marketing programs for the Auditor's Office, in collaboration with the management team and Pierce County Communications.
- Plan and prepare various presentations and speeches, upon request.
- Identify policy issues and emerging trends; in response, provide strategic communication objectives, techniques and plans.
- Writes news releases and arrange meetings with media regarding Auditor's Office initiatives.
- Respond to requests for information and/or citizen complaints; independently assess appropriate response or required action; directly respond to resolve issues, consult with division management, or assign to appropriate division staff.
- Provide staff support and logistics for citizen advisory panels, boards, etc.
- Manage and respond to the PCAUD public internet inquiries.
- Be available as the first line response for walk-in customer service needs and main Auditor public phone line.
- Process legal documents served upon the Pierce County Auditor's office.
- Serve as the Public Records Officer for the Auditor's Office and support records management in the office.

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- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work may occasionally require evenings, weekends and holidays.
- Maintain regular and predictable attendance during regularly scheduled work hours.

**SUPERVISION:** This position operates independently under general direction of the Auditor; and may be required to supervise, lead and direct the work of others.

**WORKING CONDITIONS:** Work is in a busy, public-oriented office. The ability to provide quality customer service while maintaining tact, courtesy and a professional demeanor while under pressure of completing deadlines. Physical and mental demands include ability to perform manual tasks involved in operating common office equipment and machines; talking, seeing, hearing, and finger dexterity; reasoning and analyzing complex information. May require travel to other work locations within the Pierce County region.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site may be required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge:**

- Thorough knowledge of administrative office practices, office management principles and techniques.
- Policies, procedures and practices applicable to the Pierce County Auditor's Office or public administration.
- Computers, automated systems, related equipment and software.
- Basic mathematics.
- Basic research methodology.
- County government programs and functions.

**Skills:**

- Microsoft Office applications at an advanced level.
- Presentation methods and techniques.
- Communication principles, methods and materials.
- Documentation, file management, and record management.
- Web development, internet technology and social media techniques.
- InDesign, PhotoShop, website administration, photography, Basic Video.
- Methods and techniques of effective public relations programs.
- Marketing and promotional practices and laws pertaining thereto.

**Abilities:**

- Effectively organize and prioritize multiple tasks and functions in support of a public official.
- Use appropriate independent judgment and to make decisions regarding appropriate action.

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- Communicate effectively orally and in writing, to audiences of various social, educational and economic backgrounds, including the general public, media representatives, other governmental jurisdictions and private agencies.
- Maintain a professional demeanor, use tact and diplomacy, in the provision of information and resolution of complaints or conflict.
- Lead teams and meetings.
- Manage projects from planning to completion.
- Give and receive critical feedback.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Five years progressively responsible clerical and administrative support work is required. Other education or experience that clearly indicates the ability to perform the essential functions of the position may substitute for the recruiting requirements.