



ADMINISTRATIVE ASSISTANT

Department: Multiple
Job Class #: 111300
Pay Range: General 21

FLSA: Non-Exempt
Represented: Both

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 is administrative work for the head of a department or upper management performing a wide variety of administrative/ clerical duties including handling confidential and sensitive information, composing correspondence, report writing, coordinating schedules, investigative research and other related tasks.

ESSENTIAL FUNCTIONS:

- Provide administrative services to the head of a department or upper management; make arrangements for meetings and notifies conferees, maintain calendar, arrange for travel, transportation and accommodation, answer questions on status of current projects exercising discretion in the type of information given, make appointment, relay messages of confidential nature.
- Maintain and update appointments to appropriate Boards and Commissions. Handle related correspondence; compose letters and responses to correspondence and memoranda.
- Assist in the management of the office. Develop and recommend office policies and procedures. Implement changes subject to approval of supervisor.
- Participate in the collection of data and preparation of complex reports requiring thorough knowledge of departmental operations, procedures and regulations. Conduct research and special studies in needed areas and prepare reports with recommendation for corrective actions.
- Represent supervisor or department at meetings; address administrative and policy matters, explain and interpret complex rules, policies and operating procedures. Provide information and advice concerning specialized or technical services rendered and related office functions including response to difficult problems and questions raised by the public or by employees.
- Control expenditures in accordance with budget allocations by reviewing proposed expenditures.
- Perform purchasing functions including recommending necessary purchases, contacting vendors and comparing prices on large-scale outlay items.
- Manage personnel files, notify managers of forthcoming evaluations, and manage confidential data, track contracts and advise managers of renewal and expiration dates.
- Calculate and maintain payroll function.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Assist in the coordination of activities of clerical support staff.
- Perform portions of professional level assignments.
- May attend and prepare minutes of meetings.
- Provide backup to support staff.

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- Perform other related duties as require

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under general supervision with the employee expected to plan and complete work independently after objectives, priorities and deadlines have been defined. Work is performed with considerable latitude for independent judgment and is reviewed in progress and upon completion by the supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures. This position does not supervise but may provide training and guidance.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Administrative Assistant typically works in an office environment on a daily basis; incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Administrative and general office practice and procedures.
- Basic accounting and arithmetic.
- Proper grammar, usage and spelling.

Skill in:

- Using various computer programs relevant to the performance of the job.

Ability to:

- Maintain confidentiality of sensitive matters.
- Function independently with little supervision.
- Operate, supervise and instruct others in the operation of office equipment.
- Understand and apply guidelines to various situations, and to follow clearly stated and oral and written instructions.
- Establish and maintain effective communications, both orally and in writing, with staff, other departments, the general public and the press in a professional manner..
- Compose a variety of memoranda or letters, expressing ideas clearly and concisely with only general instructions.
- Compile and analyze fiscal, statistical, and other information and data.
- Stenographic work at an acceptable level of proficiency as may be required.
- Conduct thorough investigative research and make recommendations for action.
- Use a typewriter, word processor or personal computer at an acceptable level of proficiency as required for the position. Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.

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- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of position.

MINIMUM REQUIREMENTS TO APPLY:

Three or more years of progressively responsible clerical/administrative experience which includes experience directly related to the duties of the position. Additional education or experience may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position.