



Assistant to the Assessor-Treasurer

Department: Assessor Treasurer

Job Class #: 665600

Pay Range: General 21

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 advanced administrative support to the Pierce County Assessor-Treasurer and Deputy Assessor-Treasurer. This is a critical position with work being of a highly complex nature. Position duties include working with confidential and highly sensitive information. An employee in this classification is selected by the elected Assessor-Treasurer 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 Assessor-Treasurer and management team as assigned.
- Participate in administrative office functions.
- Inform the Assessor-Treasurer of noteworthy information impacting the department and/or requiring their attention; establish priorities, provide input and recommendations on disposition of items or action to be taken.
- Execute directives of the Assessor-Treasurer; prepare and disseminate directives department-wide.
- Research administrative actions and solutions for compliance with rules, policies and laws; make recommendations to Assessor-Treasurer for policy/problem resolution or appropriate course of action.
- Respond to requests for information and/or citizen complaints; independently assess appropriate response or required action; directly respond to resolve issues, consult with department management, or assign to appropriate departmental staff.
- Develop and recommend office policies and procedures. Implement changes subject to approval of Assessor-Treasurer
- Prepare management correspondence, and assure reply to incoming correspondence, proposals and/or reports that may be routine or complex in nature or involve confidential matters such as disciplinary action, labor negotiations, and internal reviews not for public dissemination; and maintain confidential records and files.
- 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.
- Designated as the official recipient to accept and process legal documents served upon the Pierce County Assessor-Treasurer's office.
- Responsible for coordinating and carrying out office wide activities.
- Manage and respond to the PCATR public internet inquiries.
- Distribute, monitor and assure completion of administrative tasks on behalf of the Assessor-Treasurer as assigned.
- May participate in projects that require initiative in conducting research, analyses and special studies; prepare written reports and compile statistical reports for departmental or public dissemination.
- Prepare meeting agendas and supporting information; maintain official record and/or prepare minutes of meetings. May participate in the preparation of informational materials such as brochures and/or graphic or written presentations.
- Perform timekeeping function for management, including supervisors, administration and IT staff.

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- Schedule and maintain the Assessor-Treasurer's calendar; coordinate and set appointments, using independent judgement to assess priority and impact of issues to be scheduled.
- 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 and holidays.
- Maintain regular and predictable attendance during regularly scheduled work hours.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION: This position operates independently under general direction of the Assessor-Treasurer; 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 of:

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

Skill in:

- The operation of modern business and office machines and equipment at an advanced level.

Ability to:

- Effectively organize and prioritize multiple tasks and functions in support of a public official.
- Use appropriate independent judgement to determine Assessor-Treasurer impacts and priorities, and to make decisions regarding appropriate action.
- 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.

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- Maintain a professional demeanor, use tact and diplomacy, in the provision of information and resolution of complaints or conflict.
- Work independently under general direction; use appropriate independent judgement in the completion of work and in decision-making.
- Effectively participate as a member of a management team.
- 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.
- 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.

MINIMUM REQUIREMENTS TO APPLY: Five years progressively responsible clerical and administrative support work is required, or any equivalent combination of experience and education is required.