



COUNCIL ADMINISTRATIVE 1

Department: County Council
Job Class #: 058000
Pay Range: Council Staff 01

FLSA: Non-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 is office support work for the Pierce County Council. An employee in this classification performs assigned office and/or administrative support functions for the Council office, Council committees and the Council Administrator(s). This classification is responsible for greeting and providing assistance to visitors at the front desk and answering multi-line telephones. Additional support work may be assigned when needed.

SERIES CONCEPT: The classification is distinguished from the Council Administrative 2 classification by the level of complexity and the routine nature of the work performed.

ESSENTIAL FUNCTIONS:

- Represent the Council office meeting and greeting visitors.
- Answer multi-line telephones, directing calls to appropriate staff.
- Handle minor issues that arise at the front desk and/or on the telephone.
- Receive and sort mail.
- Perform messenger service within the Council Office and other County departments.
- Provide support work to other Council employees as needed.
- Operate standard office machinery such as copiers, fax machines, tape duplicators and calculators.
- Provide information to the general public and other County departments.
- Compile, verify, post and maintain logs, indices, directories and other needed information.
- Establish and maintain department files and records as needed.
- Distribute correspondence such as ordinances, meeting schedules and resolutions.
- Draft and mail correspondence as needed.
- Prepares letters, reports, memoranda, forms and other related information as needed.
- Attend Council and committee meetings as needed.
- 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.
- Maintain regular and predictable attendance during regularly scheduled work hours.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned

SUPERVISION: Work is performed under general supervision with the employee expected to plan and carry out work assignments independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by an administrative supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures.

COUNCIL ADMINISTRATIVE 1
Classification Description - Pierce County
Page 2

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Council Administrative 1 works in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of sedentary work at a work station is required. Work is subject to frequent interruptions and normal office noise.

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. The position requires sitting for long periods of time. There is some walking, 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:

- General office practices and procedures.
- County and Council policies and procedures.
- Research techniques and the resources.
- Business English, grammar and punctuation.
- Computers and related equipment relative to data collection, control and storage.
- Computer programs such as: excel, word, access and outlook.

Skill in:

- Proper phone etiquette.

Ability to:

- Understand local government legislative policy and procedures.
- Maintain confidentiality of sensitive matters.
- Maintain courteous attitude toward the public in person and on the phone, under stressful circumstances.
- Effectively resolve interpersonal conflict in a calm professional manner.
- Provide clerical support and adhere to normal office routines.
- Comprehend written materials and work processes.
- Effectively operate a personal computer or word processor and other standard business equipment.
- File materials alphabetically and numerically.
- 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.

COUNCIL ADMININSTRATIVE 1
Classification Description - Pierce County
Page 3

MINIMUM REQUIREMENTS TO APPLY: This is general office support work that requires a minimum of one year experience working at a busy front desk and or counter. Additional education and/or experience that clearly demonstrates the ability to perform the essential functions of the position may substitute for the recruiting requirements. Previous experience in a government setting is highly desired.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete Pierce County background investigation is required. A valid Washington State driver's license may be required when travel is required of the position.