



COUNCIL ADMINISTRATIVE 3

Department: County Council
Job Class #: 060000
Pay Range: Council Staff 03

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 highly responsible administrative and/or legal support work for the Pierce County Council Office. This classification is responsible for providing administrative and/or legal support work to various Council Committees, Council Administrator(s) and Council Office. The classification's primary function is to provide administrative, operational and/or legal support to the Council Office and their Committee. Employees exercise considerable use of independent judgment and initiative in interpreting or adapting guidelines and work priorities.

SERIES CONCEPT: This is the highest level of a three-classification series. The classification is distinguished from the lower classifications by a higher degree of independent discretion used to perform the essential functions of the position and completion of more complex work.

ESSENTIAL FUNCTIONS:

- Provide information to the general public, elected officials, attorneys, Committee members, and other governmental agencies on the status of specific issues.
- Compile and assemble information on a variety of matters.
- Compose and prepare written correspondence for all related meetings, including meeting minutes, ordinances, resolutions, amendments, data sheets and memos.
- Prepare and distribute correspondence to appropriate personnel.
- Coordinate cable casting.
- Coordinate, record and attend various meetings.
- Schedule meetings for staff.
- Make training, travel and lodging arrangements for staff and management.
- Perform timekeeper functions.
- Explain, interpret and apply complex rules and procedures.
- Work closely with Information Technology division of Finance to determine computer needs; design requirements and coordinate implementation.
- Participate in the preparation and presentation of the Council budget and its subsequent cost control and monitoring; determine priorities on budget items, develop alternatives, and provide fiscal analysis.
- Develop and maintain records and reporting systems per county, state, and federal guidelines, providing for proper quality control.
- Staff Council Committees
- Support assigned committees clerically.
- Record minutes and recommendation to Clerk to Council for distribution.
- Perform receptionist and general office duties as needed.
- Process registrations and provide payment methods for employee training, travel and lodging arrangements.

COUNCIL ADMINISTRATIVE 3
Classification Description - Pierce County
Page 2

ESSENTIAL FUNCTIONS: (continued)

- Compose responses to inquiries from other departments, other agencies, Council staff or the general public involving interpretation of the organization's procedures or governing regulations; when necessary, refer to manuals, regulations, RCW's or other agencies for verification.
- Coordinate or participate in the collection and preparation of complex reports requiring technical expertise or thorough knowledge of departmental operations, procedures, and regulations.
- Maintain legal files; extract information from files, prepare legal forms and papers; prepare and review files; prepare and send out standard legal documents.
- 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:

- Perform other job functions as assigned

SUPERVISION: Work is performed under general supervision with the employee expected to plan work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the administrative supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures. This classification does not supervise others but may provide guidance or direction as required.

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 3 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 concentration and 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. 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:

- Legislative processes and procedures, work flow, parliamentary procedures, governing regulations and/or established procedures.
- General office practices and procedures.
- County and Council policies and procedures.
- Research techniques and the source and availability of information.

KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Knowledge of: (continued)

- Business English, grammar and punctuation.
- Computers and related equipment relative to data collection, control and storage.
- State, county, and departmental policies and procedures
- Legal terminology, legal and regulatory requirements, proper format, techniques and content of documents and records as required by the position.
- Principles and practices of office management.
- Legal office practices and procedures.

Ability to:

- Interpret and apply local government legislative policy and procedures and take the appropriate action as required by the Council/Committee.
- Maintain confidentiality of sensitive matters.
- Develop comprehensive recommendations from general written instructions.
- Effectively resolve interpersonal conflict while remaining calm and maintain professional demeanor.
- Comprehend complex written materials and work-processes.
- Record and transcribe clear concise meeting minutes.
- Effectively use and operate a personal computer or word-processor and other standard business equipment.
- Establish and maintain effective working relationships with staff members, departments and the general public.
- 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: Three or more years of progressively responsible administrative/legal support work. Legislative and/or legal experience is highly desired. Additional education and/or experience that clearly demonstrate the ability to perform the essential functions of the position may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete Pierce County background investigation. A valid Washington State driver's license is required.