



**COUNCILMEMBER ASSISTANT**

**Department:** County Council  
**Job Class #:** 062400  
**Pay Range:** Council Staff 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.

**SPECIAL NOTICE:** This position is a personal appointment made by a Councilmember and serves at the pleasure of the Councilmember and is exempt from the Pierce County Career Service.

**GENERAL FUNCTION:** This is varied administrative and technical work providing direct support for a Pierce County Councilmember. Generally, this classification performs a broad range of office administrative functions; serves as liaison between the Councilmember and other Council staff members; receives and addresses comment made by the public or constituents; responds to questions from the print and electronic media; attends meetings on behalf of or with the Councilmember; and other similar activities. This position reports directly to a Councilmember.

**ESSENTIAL FUNCTIONS:**

- Respond to constituent requests for assistance; identify issues and gather information; coordinate with appropriate governmental agencies to resolve or respond to the inquiry.
- Develop and maintain effective working relationships with other governmental agencies and departments, constituents, special interest groups and others who come in contact with Councilmembers.
- Attend community meetings and conduct on-site meetings with constituents with regard to road or drainage problems, traffic issues, emerging or unusual situations and other matters of a general or specific nature.
- Research issues to be discussed and prepare Councilmember for Council and district committee meetings as well as meetings with constituents or the community.
- Research and conduct background analysis on specific issues of concern to individual Councilmember.
- Read, analyze and sort correspondence; communicate issues to Councilmember, draft and finalize correspondence on behalf of or for Councilmember signature.
- Draft press releases and district mailings.
- Maintain Councilmember files and records.
- Prioritize use of Councilmember's time; schedule appointments and district meetings and screens incoming telephone calls.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- 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.

**OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

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**SUPERVISION:** Work is performed with considerable independence and with general supervision from the Councilmember. The employee is 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 Councilmember Assistant 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:**

- Modern office management, administrative, and communications styles and techniques.
- Basic functions and organization of Pierce County Government.
- Written communication formats and styles and the conditions under which each is used.
- Current events and initiatives in Pierce County.

**Ability to:**

- Exercise effective judgement in evaluating situations and making decisions quickly.
- Skillfully use and operate a personal computer in preparing independent correspondence and to operate other modern office equipment.
- Establish and maintain effective working relationships and to deal courteously with officials of other governmental agencies at all levels, community leaders, constituents, persons from all economic backgrounds, persons reflecting the diverse nature of the Pierce County population.
- Maintain the confidentiality of privileged, confidential or sensitive situations and issues.
- 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:** Acceptable education, experience, and knowledge as determined by the Councilmember.