



EXECUTIVE OFFICE ASSISTANT

Department: Executive
Job Class #: 160400
Pay Range: General 12

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: The Executive Office Assistant provides a broad range of administrative support for the Executive Office. An employee in this classification is responsible for performing specialized administrative or program support functions requiring extensive knowledge of County and departmental policies and procedures.

This position is appointed by and serves at the pleasure of the Executive. Council confirmation is not required.

ESSENTIAL FUNCTIONS:

- Provide administrative support to Executive Office staff.
- Manage travel policies and arrangements.
- Keep the Executive Assistant apprised of, and appropriately involved in, significant actions undertaken on behalf of the Executive Office.
- Conform to the County Finance Policy and Procedures Manual, Human Resources policies and the Administrative Guidelines for Career Service, and Information Technology Policies and Procedures.

OTHER JOB FUNCTIONS:

Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Works under the general direction of and is responsible to the Executive Assistant.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment and at various field offices. 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 demands include the ability to alternate between sitting and standing for extended periods of time (up to 8 hours); see, listen and speak for extended periods of time; and frequent walking. Other physical and mental demands include occasional balancing, stooping, kneeling, crawling, climbing stairs, pushing, pulling and lifting. Incumbents in this position must be able to reason, analyze and communicate effectively, both verbally and in writing. Driving to various training locations is required

KNOWLEDGE, SKILLS, AND ABILITIES:

Possesses the knowledge, skills and abilities to successfully perform the essential functions of the position. Communicate effectively in order to provide regular updates to the Executive Assistant, and as requested, communicate both verbally and in writing with other County employees, the community, and other programs, municipalities, and agencies.

EXECUTIVE OFFICE ASSISTANT
Classification Description – Pierce County
Page 2

MINIMUM REQUIREMENTS TO APPLY:

Bachelor's degree required; advanced degree preferred. Additional credentialing and experience in related field(s) considered.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license or ability to otherwise meet the travel requirements of the position is required. Ability to successfully complete a Pierce County background investigation prior to employment is required.