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## THURSTON 9-1-1 COMMUNICATIONS

### Administrative Assistant

#### Classification Specification 0330

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<b>Department:</b>	<b>Administration</b>
<b>Pay Plan/FLSA Status:</b>	<b>Pay &amp; Class/Non-Exempt</b>
<b>Reports to:</b>	<b>Executive Director</b>
<b>Supervises:</b>	<b>None</b>

#### GENERAL DESCRIPTION

The Administrative Assistant is responsible for providing administrative support to the agency, which generally requires the employee to spend a significant amount of time performing work that is considered outside the scope of clerical support. This position may participate as a member of the management team or may be assigned responsibility for a specific program or area. Methods of accomplishing tasks are usually the responsibility of the employee, with work reviewed only periodically.

This job description reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in the position.

#### ESSENTIAL JOB FUNCTIONS

Provides specific administrative support to various departments within the agency.

May serve as a primary contact for specific program area. Reviews information related to the function of the program and independently makes decisions regarding day-to-day matters. Monitors to assure that the program is following applicable laws. Advises the public regarding program matters.

May serve as the primary staff to a board or commission. Schedules meetings and events, determines agendas and supporting materials, prepares minutes and other reports, and independently conducts follow-up assignments as requested.

Performs research and compiles data, and assists with preparation of the agency's annual report. Designs databases and other programs to track and analyze information, and prepares materials for presentations, as needed.

Handles inquiries and requests by citizens and outside user agencies.

Serves as a contact point for requests, information gathering and problem-solving. Assists in resolving complaints or requests.

Prepares bank deposits and assists with accounting and human resources duties as needed.

Performs miscellaneous duties as requested by the Executive Director. Coordinates projects between staff members, and follows up with staff on issues/projects on behalf of the Executive Director.

Performs other duties as assigned.

### **WORKING CONDITIONS**

Work is generally performed in an office environment. Manual dexterity is needed to operate a computer keyboard. Lifting and carrying of records or other materials weighing up to 30 lbs. maybe required on an occasional basis. May be required to travel to meetings, and operate agency automobiles.

### **QUALIFICATIONS**

High School Diploma or G.E.D. and one year of college level coursework in office support, general business, or another closely related field. Additional experience of three years or more may substitute for one year of college level coursework.

Three years of general office experience, with at least two years in a senior level office support position which includes experience independently coordinating projects and creating complex documents and reports.

Ability to use computer equipment and related software programs is required.

Must have a valid Washington State Driver's License or have requested and obtained an appropriate accommodation.

### **DESIRED SKILLS**

Knowledge of principles and practices of office management and work organization.

Ability to communicate effectively both orally and in writing.

Ability to establish effective working relationships with superiors. Subordinates, other organizations and the general public.