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THURSTON 9-1-1 COMMUNICATIONS

Administrative Assistant

Classification Specification 0330

Department: Administration
Pay Plan/FLSA Status: Pay & Class/Non-Exempt
Reports to: Executive Director
Supervises: None

GENERAL DESCRIPTION

The Administrative Assistant is responsible for providing administrative support for agency programs and management, including clerical and non-clerical activities. 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 administrative and executive support to the Executive Director and Management Team.

Coordinates the meeting materials and logistics for the Administration and Operations Boards and other committees. Completes and distributes board meeting packets.

Prepares agendas and take notes at meetings. Attends additional meetings as requested by the Executive Director or Management Team. May take part in discussion of issues and concerns.

Handles inquiries and requests by citizens and outside user agencies, to include intake, processing, and preparing for release. Maintains a log of public information requests. May assist in resolving complaints or requests.

Composes correspondence and reports; proofreads and edits correspondence and various written materials. Assembles and distributes the annual report, annual budget document, manuals and similar documents.

Responsible for front office reception duties, including mail services. Monitors building entry security.

Prepares bank deposits. Maintains and documents credit card user authorizations and distribution of temporary use credit cards.

Oversees records retention, archiving, and destruction of records when necessary.

Responsible for purchasing office supplies and items for special events. Coordinates printing of Agency stationary, business cards or other printed materials.

Coordinates special meetings or events as directed; assists with employee recognition activities including award preparation and presentation details.

Coordinates arrangements for agency travel, lodging, and conference registrations.

May serve as a primary contact for a 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.

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, including but not limited to: MS Outlook, Word, Excel, Publisher, and PowerPoint.

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.

Approved 04/19/2018