

## KITSAP COUNTY CLASS SPECIFICATION

**TITLE:** ADMINISTRATIVE SPECIALIST

**DEPARTMENT:** Office of the Kitsap County Clerk

**REPORTS TO:** County Clerk

### **GENERAL STATEMENT:**

The incumbent coordinates the administrative functions of the Office of the Kitsap County Clerk exercising full occupational level secretarial and clerical skills. This position functions as the only secretarial support for the County Clerk and word processing is a major part of the workload, requiring the ability to accomplish assigned workload rapidly and accurately. Accounting related duties include monitoring the departmental budget, preparing payroll, and maintaining and reconciling financial ledgers. This is an "at will" appointed position. An "at will" employee's continued employment with the County is at the discretion of the County Clerk and may have their appointment revoked at any time with or without cause and without right to appeal.

Complexities in the work situation call for reliance upon the incumbent to use judgment, discretion, and have a good understanding of the superior's desires and functions. Supervision usually consists of statement of desired objectives and discussion of unusual problems.

**ILLUSTRATIVE EXAMPLES OF DUTIES:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

#### Essential Job Functions:

Perform confidential administrative or secretarial duties for the Clerk, Chief Deputy Clerk and division supervisors. Draft and review letters and other correspondence for the Clerk and Chief Deputy Clerk and the Unit Supervisors.

Use word processing software to prepare letters and documents from rough drafts, marginal notes, machine dictation or verbal instructions; reviews and corrects drafts of correspondence and reports for grammar, punctuation, spelling, and clarity. Correct wording where original meaning is not changed. Proofread typed copy. Develop and prepare presentations for the Clerk's Office, including the preparation of electronic presentation material. Prepare charts, graphs, brochures, presentations, etc., as needed.

Assist in budget preparation by gathering pertinent information and statistics. As requested, attend budget meetings, determine expenditure needs, prepare equipment contracts, determine project needs, and prepare budget materials/worksheets. Work with Purchasing Department in procuring supplies and equipment.

Coordinate department special projects, arrangements and activities that require extensive contacts within and outside of the County Clerk's Office. Coordinate and arrange training for departmental staff.

Establish and implement approved policies, procedures, and standards for the efficient and effective operation of assigned functions. Analyze and recommend improvements to existing policies, procedures, facilities, equipment, project management, and operations.

Analyze operating procedures to devise the most efficient methods of accomplishing work. Analyze data gathered, develop information and consider all available solutions. Recommend implementation of new systems. May install new systems and train personnel in application.

Prepare payroll documents and maintain and records leave balances. Oversee the preparation and maintenance of subsidiary ledgers. Maintain control ledgers, posting from appropriate registers and journals. Reconcile internal registers and ledgers to reports from County Auditor and Treasurer.

Monitor and account for department budget under the supervision of the Clerk and Chief Deputy Clerk. Process vouchers for payment of agency expenses.

Schedule appointments for the Clerk and Chief Deputy. Make travel arrangements for personnel as necessary, to include hotel and airline reservations.

Greet the public by telephone and route inquiries to the proper divisions or governmental agency.

Perform general filing of records and coordinate their retention.

Operate personal computer to aid in duties.

Maintain confidentiality in all work matters.

Facilitate, record and produce minutes of Clerk's Office Staff meetings. Produce agency annual report. Conduct requested Internet research.

Provide training to fellow employees in departmental procedures or operation of machines and equipment.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.

Other Job Duties:

Perform other related duties as assigned.

**WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

Work is performed primarily in an office environment. Attendance at meetings may require working evenings and other odd hours on occasion. Extended periods of sitting may be required. Substantial telephonic and in-person contact with the public, special interest groups, County officials, other governmental and law enforcement agencies and County departments require that the incumbent have the ability to communicate effectively. Must be able to collect, assimilate and analyze data and information and operate a computer.

**KNOWLEDGE AND ABILITIES:**

Thorough knowledge of: Office management and bookkeeping practices.

Knowledge of: General office procedures. Governmental budgeting procedures. Supervisory practices and techniques. Research and analysis methods. The use and care of personal computers, related peripherals and computer software programs including Word or Excel. Business English, composition, spelling and punctuation. Legal and technical terminology related to areas of assignment,

Ability to: Communicate clearly, both orally and in writing. Cope with situations firmly and tactfully. Establish and maintain effective working relationships with co-workers, general public and other agencies. Operate office related equipment, including personal computers and ten-key adding machine. Type accurately and proficiently. Comprehend and follow oral and written instructions regarding a variety of subjects. Work independently and make appropriate decisions regarding work methods and priorities. Use tact and diplomacy.

### **QUALIFICATIONS:**

Four years progressively responsible experience in the area of office administration, research and/or analysis in a related field, is required; or any equivalent combination of related education, training and experience which provides the applicant with the desired skills, knowledge and abilities required to perform the work. Good interpersonal skills to be demonstrated during telephone communications and personal interaction with public and staff are required. Previous computer experience and experience using Microsoft Word and Excel is required.

Experience using Microsoft Access and PowerPoint is preferred. Experience in a court environment or legal office is highly desirable. Experience using budget and other data management software, creating and publishing presentation documents (i.e. annual report, budget reports, recruiting folder, and electronic presentation material) is desirable.

### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.