

## JOB DESCRIPTION

**JOB TITLE:** Administrative Clerk  
**DEPARTMENT:** Administration Division; Executive Department  
**REPORTS TO:** Executive Assistant - Administration  
**Non-exempt position, EEO cat 6**

### **SUMMARY:**

As part of the South Sound 911 Administration Division, and under the direction of the Executive Assistant, this non-exempt position performs a variety of routine clerical duties and executive level support. Work to include reception duties for Administration Division and clerical support for Finance and Human Resources. Position has access to confidential information.

### **ESSENTIAL FUNCTIONS:**

Provide general customer service for Executive Office. Tasks will include greeting people, answering general questions by telephone and coordination with other executive level assistants.

Assist HR with employee recognition tasks to include assisting with event planning, managing apparel stores for logo wear, and overseeing the agency core value award process.

Order and maintain inventory of general office supplies for the agency; assist staff with departmental procurement, including research and placing/tracking orders.

Perform a variety of clerical and personnel duties to include completion of employee onboarding documents, scanning personnel documents, copying, filing, and website posting. Provide back-up support to the Executive Assistant.

Assist with scheduling events in conference rooms for external agencies, including room setup/cleanup, arranging any IT needs, hosting duties as necessary.

Manage retention of administrative records. Maintain destruction logs for all divisions of South Sound 911.

Proofread documents and correspondence for executive and administrative staff and assist with the development of presentations, forms and publications/handouts

Assist with departmental projects.

### **QUALIFICATIONS:**

Two years college-level course work in business or public administration, or related field and three years of administrative experience, preferably in a governmental agency; or any combination of relevant education and experience which would demonstrate knowledge, skill and ability to perform the essential duties.

### **KNOWLEDGE AND EXPECTATIONS:**

Read, interpret, explain, apply and follow applicable laws, codes, regulations, policies and procedures.

Work appropriately with confidential material and information.

Maintain cooperative and effective working relationships with others.

Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy.  
 Communicate fluently in English.  
 Work with speed and accuracy.  
 Analyze situations quickly and adopt an effective course of action.  
 Perform clerical duties such as filing, duplications and word processing.  
 Proficient with standard suite of Microsoft Office software and database applications, copy machine, and phone system.  
 Record-keeping, report preparation and basic research methods and techniques.  
 Organize work with many interruptions and multiple tasks to meet schedules and timelines.  
 Follow safety rules and regulations.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

Possess and maintain a valid Washington Driver’s License and provide own transportation for offsite meetings and occasional pickups and deliveries.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit at a computer terminal, frequent walking both indoors and out; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, stoop, or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**WORKING ENVIRONMENT:**

Office environment with frequent interruptions. The noise level in the work environment is usually quiet. This position will interact with employees and customers on a daily basis.

**MACHINES/TOOLS/EQUIPMENT/WORK AIDS:**

Personal computer, copy machines, telephone, fax machine, E-mail, calculators, and printers.

**POTENTIAL HAZARDS:**

The hazards are consistent within an office environment.

**ANALYSIS OF PHYSICAL DEMANDS OF POSITION**

Activity	Percentage of time	Activity	Pounds
Standing	10% of time	Pulling & Pushing	25 lbs.
Walking	10% of time	Lifting	25lbs.
Sitting	80% of time	Carrying	25lbs.

The following abilities are required to perform the essential job functions:

Hearing	YES
Seeing	YES
Depth Perception	NO
Color Vision	NO

Seldom to occasionally the position will require the following activities: Stooping, Crouching, Crawling, Climbing, Balancing and Kneeling.

**ADDITIONAL COMMENTS:**

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

PREPARED BY: Mandy Walters, Executive Assistant

REVIEWED BY: \_\_\_\_\_

DATE: 8/26/21

Revision date(s) \_\_\_\_\_