

Metropolitan King County Council Classification Specification



Position: Council SEP Associate	FLSA: hourly, overtime eligible
Department: Council Administration	Salary Grade: 9
Council Approved:	

Summary

The Council SEP Associate performs various tasks that have been identified utilizing customized employment processes and are structured to allow limited decision making; using basic computer functions; and receiving detailed instruction and direction from supervisors, leads, or other natural supports. Instructions and assignments are specific and received orally, in writing, with the use of symbols and pictures, or other means of communication. New tasks and assignments are presented to the employees with the support from a job coach.

Incumbents in this classification are limited to employees who are eligible for the Supported Employment Program.

The responsibilities of this classification include performing various tasks that have been identified utilizing the customized employment process and are structured to allow limited decision making. The tasks in this classification require the use of basic computer functions. Duties performed in this classification are routine and are performed under continuous supervision from supervisors and leads. Incumbents receive detailed instruction and direction from supervisors, leads, or other natural supports. Instructions and assignments are specific and received orally, in writing, with the use of symbols and pictures, or other means of communication. New tasks and assignments are presented to the employee with the support from a job coach.

Incumbents in this classification are limited to employees who are accepted into the Supported Employment Program (SEP).

The responsibilities of this classification include performing various tasks that have been identified utilizing the customized employment process and are structured to allow limited decision making. The work in this classification is routine and consists of a variety of tasks that are performed at a more independent level once instructed. Instructions and assignments are received orally, in writing, and/or other means of communication. New tasks and assignments are presented to the employee from the supervisor, mentor or other natural supports and the job coach is available as needed to supplement training.

Distinguishing Career Features

The Council SEP Associate performs tasks which are routine and performed with guidance and supervision from the Director of Operations. Incumbents perform duties which require some reading, writing and sequencing, both alphabetically and numerically.

This is the third level in a three-level classification series. This classification is distinguished from the SEP Associate II classification in that incumbents in this classification perform duties which are customized to allow greater latitude for decision making and may include the operation of landscaping and construction equipment, driving, scheduling, maintaining records, and upgrading computers.

Essential Duties and Responsibilities

- Perform general clerical support and administrative tasks such as preparing conference rooms, filing using a simplified process, sorting and matching documents, making copies, shredding, preparing mass mailings, deliveries within the worksite and building, taking inventory, distributing mail and maintaining supplies.
- Perform administrative support tasks such as sending/receiving basic internal emails, alphabetical and numerical filing, routine deliveries throughout KC campus, confidential filing, scanning, archiving, ensuring employees sign visitor logs, and entering data into Excel.
- Perform general fiscal related tasks such as collecting and matching fiscal documents, and entering data into Excel.
- Perform other duties as assigned that support the overall objective of the position.

Examples of work performed consist of a cross-section of the tasks below and may include some SEP Associate I responsibilities:

1. Perform administrative support tasks such as sending/receiving basic internal emails, alphabetical and numerical filing, routine deliveries throughout KC campus, confidential filing, scanning, archiving, ensuring employees sign visitor log, and entering data into Excel.
2. Perform tasks related to the cleanliness of interiors and exteriors of various King County buildings and properties such as setting up and arranging furniture, cleaning restrooms, mixing cleaning solutions and chemicals, requesting and stocking various types of supplies, and removing graffiti.
3. Perform tasks related to the cleanliness of interiors and exteriors of transit facilities and vehicles such as landscaping, removing and replacing damaged coach seat cushions, loading and unloading small equipment and materials, cleaning surface areas, and removing graffiti.
4. Perform tasks related to grounds keeping work such as, cutting lawns using a push mower, trimming and edging sidewalks using a trimmer, planting, and pruning.
5. Perform minor repairs to a variety of facilities, grounds and structures countywide such as periodic preventive maintenance and inspection, maintenance of irrigation and drainage systems, and repairs resulting from vandalism and emergencies.
6. Perform a variety of kitchen support tasks such as preparing food using a variety of equipment including electrical appliances and cutlery.

7. Perform general fiscal related tasks such as collecting and matching fiscal documents, and entering data into Excel.
8. Perform tasks related to the cleanliness of laboratory equipment such as cleaning and sterilizing glassware, disposing of materials, and testing glassware.

Qualifications

Required Knowledge and Skills

- Basic skill in following verbal and written/picture instructions
- Basic skill in following through on assignments
- Basic knowledge of operating small hand tools
- Basic knowledge of arithmetic
- Basic skill in alphabetic and numerical filing

Required Ability

- Communicate effectively with supervisor, co-workers and customers
- Perform customer service to convey a positive image of the Council staff
- Learn and follow basic safety and occupational hazard rules utilizing personal protective equipment
- Demonstrate predictable, reliable, and timely attendance
- Complete work with high quality and accuracy
- Operate office equipment
- Learn office practices and procedures
- Learn and use computer programs, such as Microsoft Word and Excel
- Work independently and as a team member
- Effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Knowledge of basic skills in operating small hand tools

Knowledge of basic arithmetic

Ability to operate a variety of equipment, machinery and/or vehicles

Ability to learn and follow basic safety and occupational hazards rules utilizing personal protective equipment

Ability to demonstrate predictable, reliable, and timely attendance

Ability to operate office equipment

Ability to communicate effectively with supervisor, co-workers and customers

Ability to follow through on assignments

Ability to complete work with high quality and accuracy

Ability to learn office practices and procedures

Ability to follow clearly stated oral and written instructions or procedures

Demonstrated proficiency with business applications, such as Microsoft Office suite

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

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Education and Experience

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position
