

Metropolitan King County Council

Position Descriptions



Position: Administrative Assistant	FLSA: hourly, overtime eligible
Department: Board of Appeal	Salary Grade: 20
Council Approved:	

Summary

Performs complex and diverse, clerical and administrative support to the Board of Appeals and Personnel Boards. Prepares, assembles, and distributes agendas, attends and records proceedings of meetings, prepares materials, notices, and minutes, and maintains complete, accurate, and current files and records of proceedings and actions. The Administrative Assistant is an hourly, at-will, overtime eligible classification. This position reports to the Clerk/Manager of the Board of Appeals and Equalizations.

Distinguishing Career Features

The Administrative Assistant is a specialized position that combines administrative support and partial office leadership to the Clerk for the Board of Appeals and Equalization. Advancement to the Administrative Assistant is based on need and compliance with the stated qualifications. Advancement also requires the ability to set up and support official hearings, prepare agendas and assemble hearing materials, prepare minutes and/or reports of proceedings that include findings and decisions, and serve as a technical resource to others on administrative systems, databases, and processes.

Essential Duties and Responsibilities

- Prepares for review and approval, the agenda for public hearings or other official proceedings connected with Appeals and Personnel matters. Compiles and verifies data from various sources and assembles for manual and electronic distribution. Attends hearings to assist the Clerk of the Board of Appeals or the Personnel Board.
- Schedules public hearings used for testimony and appeal of County decisions, assessments, and charges. Prepares notices. Sets up for hearings. Provides support to those presiding over hearings Board members and others assisting in the decision processes.
- Provides technical support to the Clerk of the Board of Appeals and Equalization by entering, retrieving, and monitoring information from internal and external databases, such as those used for assessment and real estate information, and County information systems. Serves as a resource for data access, retrieval, and analysis.
- Coordinates and accepts receipt of appeals and other matters going before the Board.
- Serves as Assistant to the Clerk of the Board of Appeals and Equalization for official proceedings, swearing in of testimony, marking exhibits, taking of hearing notes, and documenting decisions.
- Responds to inquiries and conveys information about programs and services provided by the organizational unit. Interprets and conveys policies and procedures, referring difficult or sensitive matters to the Clerk of the Board of Appeals and Equalizations.
- Organizes work by researching and setting up business calendars and cycles, then

establishing and sequencing deadlines and/or time lines for projects, activities, and required submissions.

- Coordinates and performs the administrative aspects of projects and events, integrating them with ongoing work routines. Prioritizes workload and assignments of other staff assigned to the organization unit.
- Receives and screens telephone calls, visitors, and requests for appointment, handling routine matters, providing information, or routing calls as necessary.
- Schedules appointments and arranges meetings as directed. Prepares schedules and informs participants, confirming dates and times. May make hotel, conference, and travel reservations as directed. Processes and tracks reimbursable expenses.
- Receives and assesses departmental mail for appropriate handling. Distributes mail to the appropriate staff and follows-up on items that include but are not limited to accounts payable and accounts receivable.
- Receives, handles and stores confidential information pertaining to the Board of Appeals or Personnel Board. Maintains confidentiality of private and sensitive information.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- The position requires a thorough knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Requires a working knowledge of the rules, regulations, protocols, and procedures associated with public meetings and hearings.
- Requires advanced working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, special applications used by the organization unit, and data entry to custom data bases such as those for assessment and real estate.
- Requires sufficient math skills to tabulate, summarize, compile and compute statistics using financial and other numeric data.
- Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence and write and edit report text.
- Requires sufficient human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.

Abilities

- Requires the ability to independently perform all of the duties of the position.
- Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections.
- Must be able to learn, interpret, explain and apply knowledge of Council organization and committee processes, and special terminology used in committee processes.
- Requires the ability to prepare spreadsheets, graphs and charts, and enter, import and export data to and from databases, and access information from internal and external databases to support research.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to plan and sequence the logistics involved with setting up hearings.
- Requires consistent attendance and punctuality.

- Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the Board and its services.

Physical Abilities

- The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials and projected screens.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, requiring repetitive motions.

Education and Experience

The position typically requires an Associates degree or equivalent business school certificate and four years of progressive experience in administrative support, one of which must be in a political environment. Additional experience with decision-making boards may substitute for some higher education.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where some safety considerations exist from emotional, argumentative, or hostile customers.