**Class Summary**

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.

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

**Distinguishing Characteristics**

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.

**Examples of Duties**

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

1. Perform general administrative support tasks such as scheduling appointments and meetings, data entry into a specialized program, typing documents in Word, reception work, customer service, and answering telephones.
2. Perform tasks related to grounds keeping work such as maintaining building facilities, athletic complexes and park lands, identifying, removing and repairing hazards, painting, and operating a variety of equipment.
3. Perform minor repairs to a variety of facilities, grounds and structures countywide such as flagging traffic for over-width loads or around site construction/accidents, and operating a variety of equipment.
4. Perform general fiscal related tasks such as maintaining numeric records and receiving, retrieving and filing financial information.
5. Perform tasks related to the cleanliness of laboratory equipment such as feeding mouse colonies, taking inventory, labeling samples and disposing of outdated samples.
6. Perform information technology related duties such as performing basic upgrades, set up, and wiping hard drives.

**Knowledge/Skills**

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

**Education and Experience Requirements**

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

**Licensing, Certification and Other Requirements**

Valid Washington State Driver’s License may be required for some positions

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 6 |
| **Levels within same series** | SEP Associate ISEP Associate IISEP Associate III |
| **Class History** | 08/2016 - Created |