



OFFICE ASSISTANT 3

Department: Various
Job Class #: 116300
Pay Range: General 19

FLSA: Non-Exempt
Represented: Both

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is responsible and complex and/or lead administrative support work performed for various departments and offices within Pierce County. An employee in this classification is responsible for performing specialized administrative or program support functions requiring extensive knowledge of County and departmental policies and procedures.

SERIES CONCEPT: Office Assistant 3 is the third level of a 4 level series. The Office Assistant 3 is distinguished from the Office Assistant 2 classification by planning and ensuring that work assignments are carried out independently after objectives, priorities, and deadlines have been defined; performing complex administrative duties; and/or exercising generalized authority to assign work to others.

ESSENTIAL FUNCTIONS:

- Coordinate related office functions; assist in procedure development; perform duties of a highly confidential nature; may conduct research activities.
- Manage and maintain logs, charts, spreadsheets, related data and files related to the division.
- Receive and process forms and applications.
- Examine and evaluate data to determine department's eligibility for, or conformity with, contract agreements or government regulated activities. Perform ongoing monitoring of program compliance. Explain, interpret and apply complex rules and procedures having division impact.
- Coordinate purchasing functions, such as preparing purchase orders and managing inventory.
- Coordinate personnel functions, such as processing terminations, new hires, transfers, and payroll/timekeeping.
- Monitor budget expenditures and statistical records. Audit for compliance. Process registrations and provide payment methods for employee training, travel, and lodging arrangements. Prepare employee expense claims and resolve any issues resulting from claims.
- Prepare and review complex reports, forms, and other records prepared by others for clarity, completeness, accuracy and conformance with standard policies and procedures.
- Perform lead functions such as setting priorities; distributing and checking work; devising and evaluating office procedures and implementing changes subject to approval of supervisor; providing technical assistance as needed; resolving minor work and personnel problems; and providing input on performance evaluations.
- Take dictation and meeting minutes and transcribe dictated material.
- Attend management and team meetings.
- Use considerable initiative and judgment in interpreting or adapting guidelines.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position; work a flexible schedule, which may include evenings, weekends, holidays and overtime.

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OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under general supervision with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the administrative supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures. This position is responsible for performing lead functions such as assigning, reviewing, and approving the work of others.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Office Assistant 3 works in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise. Sheriff's Department position may work within the confined area of a maximum security correctional and detention facility and work may involve exposure to inmate population.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site may be required. May be required to lift and carry up to 40 lbs.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- General office procedures/practices, technical and/or specialized functions, policies and procedures of the county, department, and work unit.
- Spelling, capitalization, punctuation, vocabulary, and rules of grammar.
- Computers and related system applications.
- Technical and varied auditing methods and practices as required by the position.
- Research techniques and the source and availability of information.

Ability to:

- Independently maintain responsibility for a variety of routine to complex clerical activities.
- Independently analyze and problem solve.
- Maintain confidentiality of sensitive matters.
- Effectively lead other employees and assist in the maintenance of smooth office operations.
- Effectively use and operate a personal computer or word processing equipment at an acceptable level of proficiency as required for the position.
- Develop comprehensive recommendations from general written instructions.
- Record and transcribe meeting minutes.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others. Ability to remain neutral in situations where conflict may occur.

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- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Two or more years of progressively responsible clerical experience or administrative program support work. Additional education and experience may substitute for the required experience to a maximum of one year.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position.

ADDITIONAL SPECIAL REQUIREMENTS FOR THE SHERIFF'S DEPARTMENT: Prior to being hired in the Sheriff's Department, a candidate must successfully complete the Pierce County Sheriff's Department background investigation, which may include a medical physical examination, behavioral assessment and polygraph. *Internal promotional requirements are two years experience as an Office Assistant 2 within the Sheriff's Department.*