



## FRANKLIN COUNTY JOB POSTING Administrative Assistant

<b>Open Date:</b> July 28, 2022	<b>Location:</b> Franklin County Courthouse 1016 N 4 <sup>th</sup> Ave Pasco, WA 99301
<b>Close Date:</b> August 27, 2022	<b>Type:</b> Full-time; Non Bargaining
<b>Reports to:</b> Franklin County Auditor	<b>FLSA Status:</b> Exempt
<b>Salary and Benefits:</b> Grade 16 Starting at \$27.13/hr; Full benefits package	

### SUMMARY

The Administrative Assistant assists with creating short and long term goals and provides strategic and daily supervisory and operational administrative services in support of the defined goals and objectives of the Auditor's Office. This position plans, organizes, and manages the operations, facilities, equipment, materials, technology, tools, policies, procedures, documentation, communication, coordination, and assigned employees, according to current department and County practices, ensuring all statutory and defined functions of the office are accomplished.

### ESSENTIAL FUNCTIONS OF THE JOB

- Provides senior-level administrative duties and tasks, supporting the Auditor and the operations and activities of the department including drafting documents and correspondence, preparing reports, proofreading, scheduling, providing phone support, mail, supplies, inventory, and communication with vendors.
- Oversees and directs staff in the Department of Licensing and the Recording departments in providing service and performing department functions for the public or other departments and personally responds to complex or sensitive issues by researching, reviewing, analyzing, and communicating interpretation, making recommendations, and providing advice, reports, or results according to established policies, procedures, and in compliance with applicable regulations.
- Assists with budget planning, monitors expenditures, and performs department fiscal functions, including processing payroll and purchase orders, ensuring alignment with department goals and objectives and in compliance with Franklin County standard practices.
- Manages the creation, development, and maintenance of systems and records including files, lists, logs, and other recordkeeping systems utilizing computerized and manual systems that provide for proper evaluation, control, and documentation of assigned operations according to current department and County practices. Serves as the Public Records Officer for the Auditor's office.
- Pursues self-development and continuing development of skills and knowledge by attending ongoing educational workshops, reviewing professional or technical publications, and establishing personal networks.
- Develops, implements, monitors, evaluates, and makes improvements to the performance standards, processes, policies, procedures, systems, technology, forms, workflow, and recordkeeping, to ensure efficiency, effectiveness, and compliance.
- Plans, organizes, directs work assignments and schedules, including time off requests, evaluates progress, and shifts priorities for the programs, plans, requirements, resources, and administration of services for the Auditor's office in accordance with related codes, ordinances, regulations, laws, and County guidelines, ensuring work is completed in a safe, efficient, and timely manner.
- Participates in Auditor's office staff selection activities, provides recommendations on candidate selection,

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employee promotion, transfer, and discipline as requested, and provides administrative functions for hiring process and employee records.

- Provides or coordinates Auditor's office new employee orientation, including an introduction to County and department policies, employee or position handbooks, technical equipment, and provides or coordinates the initial and cross training on position and department duties. Identifies, recommends, coordinates, or provides support, training, or development activities as needed to enhance employee's effectiveness. Evaluates and communicates consistent and timely performance feedback, coaching, and participates in performance evaluations and improvement plans for assigned employees.
- Acts as liaison for internal and external contacts and may represent the Auditor's office to the community, the commissioners, and with news media. Provides advice or recommendation to County management regarding expertise or assigned area.
- Monitors, reports, interprets, and communicates new trends, innovations, or changes to federal, state and local rules, laws, appeals, regulations, codes, and ordinances as they relate to the assigned areas and responsibilities and recommends and leads changes to written policies, procedures, manuals, forms, workflow documents, and recordkeeping to ensure efficiency, effectiveness, and compliance.
- In the absence of the Auditor, or at their request, assumes responsibilities and represents the department, according to department guidelines and policies.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficient knowledge, interpretation, and application of Franklin County business and financial acumen, County policies and procedures, as well as federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as well as principles, practices, procedures, techniques, terminology, and related tools and technology as they relate to area(s) of assignment including functions in the Auditor's office including licensing, elections, and recording.
- Expert knowledge of principles and practices of management as applied to supervision, training, performance evaluations, program planning, staffing, budgeting, coordination, analysis, and evaluation of programs, policies, operational needs, and staff development.
- Proficient knowledge of principles and practices of governmental fiscal management including budget preparation, expenditure control, and sound recordkeeping.
- Expert skills in troubleshooting and resolving issues or problems by analyzing information, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Expert time management and mental and physical organization skills that support the ability to focus, pay attention to details, have clarity, and use strategy to fulfill a variety of tasks successfully.
- Proficient skills in data entry, typing, and in the following programs or systems: Word, Excel, Outlook, and expert skills in using the internet for research. The ability to learn and obtain proficient skills using the County-wide enterprise resource planning software, employee evaluation software, and systems for recording documents, records requests, and credit card processing software.
- Ability to communicate technical information to non-technical audiences.
- Ability to write and speak clearly and concisely, to express ideas and recommendations effectively orally and in writing, and communicate department, technical, or industry information, policies, requirements, and procedures in a language understood by co-workers and the general public.
- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive or confidential information.

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- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and discretion.
- Ability to lead by remaining open to new ideas and approaches, managing change, solving problems and making decisions, managing politics and influencing others, taking risks and innovating, setting vision and strategy, managing the work, demonstrating commitment to staff development, communicating information and expectations often and openly, enhancing business skills and knowledge, understanding and navigating the organization, and creating a feeling of succeeding and failing together.
- Ability to work independently and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and communicate changes and progress to supervisor and staff, remaining calm during emergency situations.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
  - constantly in an office environment.
- The noise level in the work environment is usually quiet to moderate, a typical office environment.

#### **PHYSICAL DEMANDS**

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.

The person in this position must be able to

- spend the following amount of time in an activity:
  - constantly: to talk or hear, use hands, fingers to handle or feel, or operate equipment or tools, and
  - frequently: sit, stand, or walk for extended periods of time, climb, pull, push, or balance, stoop, kneel, crouch, or crawl, and reach with hands and arms, and
  - occasionally: work in a cramped or confined space.
- occasionally carry or transport up to 25 pounds.
- have the following vision abilities:
  - have close vision (from one to twenty inches).

#### **QUALIFICATIONS**

##### **REQUIRED EDUCATION AND EXPERIENCE**

- Three years progressively responsible related experience.
- One year of lead or supervisory responsibilities.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

##### **PREFERRED EDUCATION AND EXPERIENCE**

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- Bachelor's degree in business, public administration, accounting, or related field.

#### LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid driver's license if driving a vehicle for County business.
- The ability to obtain the following certifications within three years of entry to this position and the responsibility to maintain certification by attending annual training:
  - Election Supervisor certification
  - Department of Licensing operator certification

#### OTHER DUTIES DISCLAIMER

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

*Refer to Franklin County Website for complete job posting and application instructions.*

*<https://www.co.franklin.wa.us/humanresources/jobs.php>*

*APPLICANTS MAY PICK UP AND RETURN THE APPLICATION TO:*

*Franklin County Human Resources • 1016 N.4th Avenue, A101 • Pasco, WA 99301 • 509-546-5813*

*OR DOWNLOAD FROM THE COUNTY WEBSITE AT: [www.co.franklin.wa.us](http://www.co.franklin.wa.us)*

*E-MAIL COMPLETED APPLICATION PACKAGE TO: [hr@franklincountywa.gov](mailto:hr@franklincountywa.gov)*

*Selection based on qualifications, interview, background checks and drug screening, where applicable.*

**FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

If you require an accommodation in the recruitment process or an alternate format of application materials, please contact the Human Resources Department at 509-546-5813.