



## COUNCIL ADMINISTRATIVE 2

**Department:** County Council  
**Job Class #:** 059900  
**Pay Range:** Council Staff 02

**FLSA:** Non-Exempt  
**Represented:** No

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 administrative support work for the Pierce County Council. An employee in this classification performs assigned office and/or administrative support functions for the Council office, Council committees and the Council Administrator(s). The classification's primary function is to provide administrative support to assigned committees and the general operations of the Council Office.

**SERIES CONCEPT:** The classification is distinguished from the Council Administrative 1 classification by the higher level of complexity and the nature of the work performed. The Council Administrative 3 classification is distinguished from the Council Administrative 2 classification by added budgetary responsibilities, special assignments and the complexity of such assignments.

### **ESSENTIAL FUNCTIONS:**

- Provide information to the general public, elected officials, attorneys, committee members and other governmental agencies or the status of specific issues.
- Take minutes at meetings; perform follow-up clerical procedures between meetings.
- Prepare, update and formalize a variety of routine material in final format from written material and/or recordings.
- Distribute final correspondence to appropriate personnel.
- Compile, verify, post and maintain logs, indices, directories and other needed information.
- Prepare, organize and maintain computerized and paper files and records.
- Prepare letters, reports, memoranda, forms and other related information as needed.
- Originate procedural correspondence and respond to requests for information that is readily available by reference to Council records.
- Maintain records for, and order department's inventory of supplies.
- Process requisitions, vouchers, and invoices received from Council Members and Council Staff.
- Maintain simple bookkeeping, financial and statistical records.
- Perform receptionist and general office duties when needed.
- Make proper distribution and record entries, or code incoming material for automated data entry or further processing.
- Staff Council meetings.
- Provide notice of Council Committee meetings.
- Calculate and maintain payroll function.
- Operate standard office machinery such as copiers, fax machines, tape duplicators and calculators.
- Provide information to the general public and other County departments.
- Draft and mail correspondence as needed.
- 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.

**OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned

**SUPERVISION:** Work is performed under general supervision with the employee expected to plan and carry out work assignments independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by an administrative supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Council Administrative 2 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 sedentary work at a work station is required. Work is subject to frequent interruptions and normal office noise.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. The position requires sitting for long periods of time. There is some walking, 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.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Legislative processes and procedures, governing regulations and/or established procedures.
- General office practices and procedures relative to Council Office needs.
- County and Council policies and procedures.
- Research techniques and the resources.
- Business English, grammar and punctuation.
- Basic accounting and arithmetic.
- Computers and related equipment relative to data collection, control and storage.
- Computer programs such as: excel, word, access and outlook.

**Skill in:**

- Proper phone etiquette.

**Ability to:**

- Understand local government legislative policy and procedures.
- Maintain confidentiality of sensitive matters.
- Maintain courteous attitude toward the public, co-workers and elected officials at all times.
- Effectively resolve interpersonal conflict in a calm professional manner.
- Provide clerical support and adhere to normal office routines.
- Comprehend written materials and work processes.
- Properly compose a variety of memoranda or letters, expressing ideas clearly and concisely with only general instructions

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Ability to: (continued)**

- Record and transcribe meeting minutes.
- Effectively operate a personal computer or word processor and other standard business equipment.
- File materials alphabetically and numerically.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- 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:** This is complex office/administrative support work that requires a minimum of three years of experience working in an administrative support role. Legislative and/or government experience is highly desired. Additional education and/or experience that clearly demonstrate the ability to perform the essential functions of the position may substitute for the recruiting requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Ability to successfully complete Pierce County background investigation is required. A valid Washington State driver's license may be required when travel is required of the position.