



King County

Invites Applications for the Position of:

Confidential Secretary II

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 07/07/17 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 07/19/17 04:30 PM (GMT -8:00)

SALARY: \$29.08 - \$36.86 Hourly

LOCATION: King County Courthouse - 516 3rd Ave, Seattle

JOB TYPE: Appointed

DIVISION: Department of Judicial Administration

JOB NUMBER: 2017JF07158

SUMMARY:

The Department of Judicial Administration (DJA) is an innovative, forward-looking agency using technology to help perform tasks better, more efficiently and reliably. DJA (also known as the Superior Court Clerk's Office) performs a variety of services for the Court, litigants and the public. DJA's mission is to provide professional, high-quality Superior Court record services and justice system programs, while ensuring access to justice and integrity in the process.

WHO MAY APPLY: This position is open to all King County employees and the general public. Preference will be given in that order. The Department of Judicial Administration values diverse perspectives and life experiences, and encourages people of all backgrounds to apply.

WORK LOCATION: 516 3rd Ave, King County Courthouse, Downtown Seattle.

WORK SCHEDULE: This position is overtime eligible. It works a 40 hour work week; Monday through Friday, 8 am to 5 pm.

APPLICATION PROCESS: The required materials are a **King County Application**, a **resume**

and a **letter of interest** that explains how you meet or exceed the requirements for this position. Please note that you can attach multiple documents to your application or copy and paste one or more documents into the text resume section of the application.

CONTACT INFORMATION: Please direct questions about this position to Joy Fernandes at 206-477-0774.

JOB DUTIES:

- Perform complex and highly responsible administrative support and secretarial duties for department director and deputy director. Independently handle many daily administrative duties for a department director and deputy director. Use independent judgment to accomplish tasks that include screening telephone calls and visitors.
- Maintain the director and deputy director's schedule. Coordinate arrangements and activities that require extensive contacts throughout and outside the department. Determine schedule priorities, resolve conflicts, locate conference rooms, and have an understanding of when to bring scheduling issues to the director and deputy director.
- Manage the Director's office operations and provide customer service and public relations on behalf of the director to internal and external customers. Manage customer interactions with courtesy, tact and good judgment. Organize, update and maintain the director's files.
- Supervise two administrative staff in the office of the director. Provide leadership, assignments, training, information, direction and feedback in an effective manner.
- Develop and maintain office procedures governing the processing of paperwork and the development and structuring of correspondence. Ensure department-wide compliance with those procedures and with other departmental policies and procedures. May provide ongoing consultation and training on departmental office management and correspondence standards.
- Edit and proofread all outgoing correspondence prepared for the director's signature. Draft correspondence and other forms of communication for the director and deputy director. Type, edit and proofread correspondence drafted by the director
- Perform special projects, as requested. Gather, organize and prepare data for inclusion in reports. Independently receive and resolve internal problems referred to the director within assigned scope of authority. Present information and materials in a convenient form to aid the director in accomplishing work or in making decisions.
- Convey to departmental staff the directions and instructions of the director. Furnish explanations when necessary. Advise others regarding the director or manager's preferences and requirements.
- Create, update and organize multiple SharePoint sites and pages. Maintain proper document naming conventions and standards. Assist department supervisors and site content managers to ensure consistency with department's governance plan.
- Participate as an active member of both the supervisors' group and the management team.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Applicant's experience must demonstrate the following knowledge, skills and abilities or any equivalent combination of experience and education which provides the applicant with the

desired knowledge, skills, and abilities required to perform the work:

- Extensive knowledge of Outlook and experience in handling the schedule of a busy executive.
- Working knowledge of office management theory and practices.
- Considerable knowledge of proper English usage, punctuation, grammar and sentence structure.
- Working knowledge of County and departmental correspondence standards.
- Skill in supervising administrative staff including hiring, assigning work, discipline and recognition.
- Knowledge of filing systems and the skills to maintain them.
- Skill in maintaining a current knowledge of the department's functions, goals, major projects and policies and procedures governing work performed.
- Strong typing and computer skills.
- Solid working knowledge of MS Word, Excel, PowerPoint, Outlook and SharePoint.
- Skill in establishing and maintaining effective working relationships with co-workers, public and private sector officials and the public.
- Skill in dealing with others using courtesy, tact and good judgment.
- Skill in maintaining the confidentiality of all sensitive communications.
- Skill in the understanding and execution of complex oral and written instructions.
- Experience working independently on assigned tasks with minimal or no guidance.
- Ability to maintain excellent and punctual attendance.

DESIRED REQUIREMENTS: Experience supervising staff and leading projects.

SUPPLEMENTAL INFORMATION:

No felony convictions in the last ten years.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.