



# EMPLOYMENT OPPORTUNITY

- This recruitment is available only to Thurston County employees and individuals on the recall/rehire list.
- This recruitment is open to the public.

<b>POSITION TITLE:</b> Administrative Assistant I	<b>DEPARTMENT:</b> Superior Court
<b>CLOSING DATE:</b> May 8, 2015, 5 p.m.	<b>POSITION #:</b> 06-R-00155
<b>SALARY RANGE:</b> \$3,443 - \$4,580 / month	<b>FTE:</b> 1.00
<b>EMPLOYMENT TYPE:</b> Regular Full-Time Employee	<b>ELIGIBLE FOR BENEFITS:</b> YES
<b>CONTACT PERSON:</b> Brooke Marshall	<b>PHONE #:</b> (360) 786-5559
<b>UNION:</b> NO	

## SUMMARY OF DUTIES:

Provides specific administrative and/or technical support within a Department/Office. May serve as a primary contact for specific program area. Reviews information related to the function of the program and independently makes decisions regarding day-to-day matters. Monitors to assure that the program is following applicable laws. Advises the public regarding program matters. Researches and drafts recommendations of procedures, products or services, and activities within the Department/Office or specific program. Coordinates services or programs with other agencies. Monitors budget activity and/or financial records; compiles data and prepares estimates, statements, statistical reports, billings and other business reports. May serve as the primary staff to a board or commission. Schedules meetings and events, determines agendas and supporting materials, prepares minutes and other reports, and independently conducts follow-up assignments as requested. Performs research and compiles data. Designs databases and other programs to track and analyze information, and prepares materials for presentations, as needed. Handles inquires and requests by judges, court staff, the public or other departments. Serves as a contact point for requests, information gathering and problem-solving. Assists in resolving complaints or requests. Performs other duties as assigned.

Within Superior Court this position will spend approximately half of its time providing financial support. A background that demonstrates knowledge of accounting principles and practices along with the ability to make arithmetic calculations rapidly and accurately is ideal.

## QUALIFICATIONS:

- High School Diploma or GED and one year of college level coursework in office support, general business, or another closely related field.
- Three years of general office experience, with at least two years in a senior level office support position which includes experience independently coordinating projects and creating complex documents and reports.
- Ability to use computer equipment and related software programs is required.
- A current Washington State Driver's License may be required.

## DESIRED SKILLS:

Knowledge of principles and practices of office management and work organization. Knowledge of accounting principles and practices. Ability to communicate effectively both orally and in writing. Ability to make arithmetic calculations rapidly and accurately. Ability to analyze complex office problems and develop and recommend solutions. Ability to establish effective working relationships with superiors, subordinates, other organizations and the general public.

## OTHER POSITION RELATED INFORMATION:

To be considered for this position, please apply at [TC Human Resources](#).

This position is:

- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)
- NOT represented by a Union

Items required for consideration:

- Application
- Letter of Interest
- Resume