



PIERCE COUNTY
invites applications for the position of:

Administrative Analyst

SALARY:	\$36.16 - \$46.22 Hourly
OPENING DATE:	11/21/19
CLOSING DATE:	12/05/19 11:59 PM

DESCRIPTION:

The mission of Pierce County District Court, as an independent and impartial branch of government, is to promote respect for law, society and individual rights; provide open, accessible and effective forums for dispute resolution; resolve legal matters in a just, efficient and timely manner and assure the dignified and fair treatment of all parties. Pierce County District Court is a court of limited jurisdiction hearing the following cases:

- Traffic and non-traffic infractions
- Criminal and criminal-traffic misdemeanors and gross misdemeanors
- Civil matters for damages for injury to individuals or personal property and contract disputes no greater than \$100,000
- Small claims for recovery of money not to exceed \$5,000
- Name changes
- Antiharassment protection orders
- Stalking protection orders

POSITION SUMMARY:

This is professional work performing analytical reviews of various departmental operations and procedures, including evaluation of compliance with all applicable laws and regulations. An employee in this class must use initiative to independently complete a variety of projects. The work is performed under general supervision with assistance or guidance provided only on difficult or sensitive administrative matters. Performance is reviewed by a senior analyst or another administrative superior.

ESSENTIAL FUNCTIONS:

- Reviews operations and procedures of various departments in an effort to improve cost effectiveness.
- Meets with County employees and directors to determine procedures being utilized, efficiency of such procedures and possible improvements.

- Analyzes tasks and procedures to determine which may be improved or where duplication of effort exists; coordinates with department directors and employees to determine alternatives for improvements.
- Makes recommendations for improvements in processes and procedures; assists in coordinating the implementation of solutions.
- Analyzes problems which may develop within County departments to determine methods of resolution such as modifying procedures, adding resources or developing automated systems.
- Prepares written reports which describe difficulties or circumstances faced by the operating officers involved and summarizes recommendations.
- Prepares regular and special reports.

OTHER JOB FUNCTIONS:

- Performs other related duties as assigned.

QUALIFICATIONS:

REQUIRED:

- Graduation from a four-year college or university with major course work in accounting, business and/or public administration or related field AND
- Two or more years of related experience.
- Additional education or experience may substitute equally for the general recruiting requirements.

SPECIAL REQUIREMENTS:

- A valid Washington State driver's license may be required when travel is required of the position.
- A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.

SUPPLEMENTAL INFORMATION:

To be considered for this opportunity please:

- Complete and submit an online Pierce County Employment Application by selecting "APPLY" above or go to: www.piercecountywa.org/jobs.
- Attach a letter of interest, resume, and list of professional references to your employment application.
- If you do not have internet access, you may visit your local public library or any WorkSource location and use their computers.

- Individuals needing accommodation in the application or testing process or need this job announcement in an alternative format may call Human Resources at (253) 798-7480, at least two days prior to the need.

This is a competitive selection process. Your application form will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

As an Equal Employment Opportunity Employer, Pierce County welcomes a diverse workforce. Pierce County does not discriminate based on race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #19-00436
http://www.piercecountywa.org/jobs						ADMINISTRATIVE ANALYST
						LD

Pierce	County	Human	Resources
4301	S Pine	St,	Suite 200
Tacoma,	WA		98409
(253)			798-7480
For Sheriff's	Department	positions:	253-798-6250

pchumanresources@co.pierce.wa.us

Administrative Analyst Supplemental Questionnaire

- * 1. Please select your highest level of education.
 - ☐ High School/GED
 - ☐ Associate's Degree in an unrelated field
 - ☐ Associate's Degree in a related field
 - ☐ Bachelor's Degree in an unrelated field
 - ☐ Bachelor's Degree in a related field
 - ☐ Master's Degree in an unrelated field
 - ☐ Master's Degree in a related field
- * 2. Describe your education and how it may relate to the position.
- * 3. How many years of court experience do you have?
 - ☐ None
 - ☐ Less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years to less than 3 years
 - ☐ 3 years to less than 5 years
 - ☐ 5 or more years
- * 4. List your court experience, to include main functions, length of time, and type of jurisdiction.

- * 5. How many years of related administrative analyst experience do you have?
 - ☐ None
 - ☐ Less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years to less than 3 years
 - ☐ 3 years to less than 5 years
 - ☐ 5 or more years
- * 6. Describe your related administrative analyst experience.
- * 7. Describe your experience in customer service and basic IT/desktop support.
- * 8. Describe your proficiency using Microsoft Excel.
- * 9. Describe your data management and analysis knowledge.
- * 10. Did you attach your letter of interest, resume, and list of professional references to your employment application? In order to be considered, you must attach these documents.
 - ☐ Yes
 - ☐ No
- * Required Question