# King County

Administrative Specialist III

**SALARY** $28.69 - $36.37 Hourly **LOCATION** Multiple locations in King County, WA

**JOB TYPE** Civil Service, Full Time, 40/hrs Wk **JOB NUMBER** 2024BW21673

**DEPARTMENT** KCSO - Sheriff's Office **OPENING DATE** 04/28/2024

**CLOSING DATE** 5/12/2024 11:59 PM Pacific **FLSA** Non-Exempt

**BARGAINING UNIT**

H9 : PSEU-Non-Comm's KCSO **FULL- OR PART-**

**TIME**

Full Time

**HOURS/WEEK** 40 hours/week

# Summary

**WHO MAY APPLY:** This position is open to the public. This recruitment will serve to fill multiple vacancies through the county; it will also create an eligibility list that will be used to fill future vacancies (in the same classification) for the next 12 months.

#### For application instructions and requirements, specific to Sheriff Office positions, please visit [Civil Service Application Requirements](http://www.kingcounty.gov/audience/employees/careers/civil-service/application-requirements.aspx).

This position is a civil service position, for information regarding King County Civil Service Rules you can access these rules at [Civil Service Rules](http://www.kingcounty.gov/~/media/audience/employees/careers/Civil_Service_Rules.ashx?la=en).

This is a great opportunity to join the King County Sheriff's Office team in an administrative support role. This position performs a wide variety of administrative and clerical duties, customer service support and/or oversight office coordination that is specialized and/or technical in nature, performed under limited supervision, according to department/unit assignment.

**WORK SCHEDULE**: This full-time, Civil Service position is overtime eligible. The standard hours are 40 per week, 8:00 AM – 5:00 PM, Monday through Friday. Additional hours may be necessary to respond to workload needs, which may include evenings and weekends.

To be considered, applications must be completed and meet the following requirements:

 A Completed **Government Jobs** online application with your relevant education and work experience, including your job duties.

 Complete responses to the **supplemental questionnaire**.

 Please note, the King County Sheriff's Office maintains a list of automatic disqualifiers for employment. This list can be accessed by clicking on this link [**Automatic Disqualifiers**](http://www.kingcounty.gov/depts/sheriff/Careers/deputy/disqualifiers.aspx). Please review the list carefully before answering the supplemental question.

**UNION MEMBERSHIP:** This position is represented by the Public Safety Employees Union (PSEU) and therefore union dues are required.

# Job Duties

Administrative Specialists are heavily relied on to perform a wide variety of administrative and clerical duties, while providing excellent customer service support to internal and external customers (attorneys, other law enforcement professionals and/or court personnel). Administrative Specialists provides office coordination that is specialized and/or technical in nature (depending on the location). It may be performed under limited supervision; it is relied on to support efficient operation of the unit and vital to our success.

Specific requirements and responsibilities vary somewhat from work units and/or locations, however, generally incumbents are responsible for:

 **Provide** technical clerical support requiring interpreting established policies, procedures, codes, regulations and other relevant sources, to internal and/or external customers in various forms (via phone, written, or in person);

 **Handle** sensitive and highly confidential situations, including criminal reports, victim's personal information, crime scene evidence, and/or graphic images;

 **Research** and summarize specialized or technical information from varied sources;

 **Organize,** oversee, establish and maintain data sources that may include contracts, budgets, payroll, legal documents and/or other records;

 **Compose**, draft, summarize, prepare, proofread and/or edit documents, contracts, ordinances, motions and/or correspondence to ensure these proper grammar, format, terminology use, and established procedures;

 **Process** paper and electronic mail accordingly with proper attachments if needed, respond to mail directly if appropriate, identify and prioritize time sensitive matters, and maintain security and confidentiality;

 **Attend and record** public and/or departmental hearings and/or meetings;

 **Represent** organization at various functions, including administrative hearings, proceedings, court inquiries, committees and meetings (varies with assignment);

 **Schedule** meetings and maintain calendar for supervisor and/or organizational unit/program;

 **Lead** or supervise other support staff - varies from assignment location;  Other duties as assigned

# Experience, Qualifications, Knowledge, Skills

Candidates need to have a minimum of **three years** of demonstrated administrative support and office experience in the following areas:

**General office policies**, principles and practices

**Provide** excellent customer service with discretion, patience, and professionalism at all times; directing and documenting telephone communications; providing program information in a courteous and professional manner to internal/external customers

**Perform** basic accounting and mathematics

**Ability to** communicate effectively both written and orally, strong interpersonal skills, screen calls, schedule meetings, respond to internal/external requests

**Ability to** interpret policies to the general public by phone, email or in person; transcribe/dictate, compose, edit and maintain variety of documents, reports and correspondences using correct spelling, grammar, and punctuation; attention to detail

**Ability to** communicate well with a diverse audience and varying environments

**Computer savvy** – must demonstrate intermediate level of proficiency in Microsoft Word, Excel and Outlook, and other relevant software applications; must type a minimum of 35 WPM; able to operate personal computer, copier, fax, multi-line phone system

**Strong** conflict management and problem solving skills, excellent analytical skills; ability to maintain confidentiality with sensitive matters, policies, and information

 **Ability to** prioritize and organize workload, adapt to changes/demands, conduct research as needed, and accountable for work product

# Supplemental Information

It is a hiring requirement that all staff employed by KCSO successfully pass a thorough background investigations process, which includes fingerprinting, criminal history check, reference checks, polygraph test, and other tests as deemed necessary. You must Review the list of KCSO Automatic Disqualifiers and verify your qualification for employment with King County Sheriff's Office.

**TO APPLY:** Please carefully review the list of required materials before submitting your application.

* King County Application (applying online satisfies this)
* Cover letter and resume (encouraged but not required)
* Complete answers to all the supplemental questions.

**SELECTION PROCESS**: Application materials will be screened for clarity, completeness, and responsiveness to the list of qualifications, skills, and abilities. Answers to supplemental questions will assist in determining your eligibility for further consideration. The most competitive candidates may be invited to move forward in the hiring process.

**Timeframe**: Candidates who meet the application and position qualifications will be asked to self-schedule a technical exam that will be conducted online. The timeframe and order of this recruitment is provided below. Please note that dates are subject to change based on resource availability.

* Mid May: Written/Technical Examination
* Late May April: Oral Board Examination

**UNION MEMBERSHIP**: This position is represented by the Public Safety Employees Union (PSEU).

#### CONTACT INFORMATION:

Brandon Woods, Civil Service HR Analyst Brwoods@kingcounty.gov

#### Forbes recently named King County as one of Washington State's best employers.

**Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference?** [**Come join the team**](https://kingcounty.gov/audience/employees/careers.aspx) **dedicated to serving one of the nation's best places to live, work and play.**

Guided by our ["True North"](https://kingcounty.gov/elected/executive/constantine/initiatives/true-north.aspx), we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

#### King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation

# Benefits

King County offers a highly-competitive compensation and benefits package designed to meet the diverse needs of our employees and support our employees' health and well-being. Eligible positions receive the following benefits and have access to the following programs:

 Medical, dental, and vision coverage: King County pays 100% of the premiums for eligible employees and family members

 Life and disability insurance: employees are provided basic coverage and given the opportunity to purchase additional insurance for both the employee and eligible dependents

 Retirement: King County employees are eligible to participate in a pension plan through the Washington State Department of Retirement Systems and a 457(b) deferred-compensation plan

 Transportation program and ORCA transit pass

 12 paid holidays each year plus two personal holidays  Generous vacation and paid sick leave

 Paid parental, family and medical, and volunteer leaves  Flexible Spending Account

 Wellness programs

 Onsite activity centers

 Employee Giving Program

 Employee assistance programs

 Flexible schedules and telecommuting options, depending on position  Training and career development programs

For additional information about employee benefits, visit our [Benefits, Payroll, and Retirement Page](https://kingcounty.gov/audience/employees/benefits.aspx).

This is a general description of the benefits offered to eligible King County employees, and every effort has been made to ensure its accuracy. If any information on this document conflicts with the provisions of a collective bargaining agreement (CBA), the CBA prevails.

**NOTE:** Benefits for Term Limited Temporary (TLT) or Short Term Temporary (STT) positions, including leave eligibility and/or participation in the pension plan through the Washington State Department of Retirement Systems, will vary based upon the terms and details of the position. Short Term Temporary positions are not eligible for an ORCA transit pass.

For inquiries about the specifics of this position, please contact the recruiter identified on this job posting.

### Agency

King County

### Address

King Street Center

201 South Jackson Street Seattle, Washington, 98104

### Phone

206-477-3404

### Website

<http://www.kingcounty.gov/>

# Administrative Specialist III Supplemental Questionnaire

## \*QUESTION 1

#### You must be a current US Citizen or [Legal Permanent Resident](https://www.dhs.gov/immigration-statistics/lawful-permanent-residents) to apply for civil service positions with the King County Sheriff's Office. Are you now a United States citizen?

 Yes

 No

## QUESTION 2

#### Can you read, write and speak the English language?

 Yes  No

## QUESTION 3

#### The King County Sheriff's Office maintains a list of automatic disqualifiers for employment. This list can be accessed by clicking on this link [Automatic Disqualifiers](http://www.kingcounty.gov/depts/sheriff/Careers/deputy/disqualifiers.aspx). Please review the disqualifiers and respond to the following question before proceeding. Do you certify that based on your review of the automatic disqualifiers that you are qualified for employment with the King County Sheriff's Office? Note - This information will be verified prior to scheduling an oral board interview.

 Yes

 No

## QUESTION 4

#### The background of all King County Sheriff's Office employees and applicants are thoroughly checked. The required background investigation will review and evaluate driving records, criminal records, employment histories, military records, personal and employment references, and related information. A polygraph examination is also required. Are you willing to undergo a background investigation and polygraph examination as part of the employment process?

 Yes

 No

## QUESTION 5

#### What is your proficiency with Microsoft Office applications - Word, Excel and Outlook?

 Little to none- Will need Training

 Beginner - Up to 1 year experience in all 3 applications

 Intermediate - Moderate use with 2-3 years' experience in all applications

 Fully proficient in all three applications, used daily with over 3 years of experience

## QUESTION 6

#### Do you have experience providing excellent customer service to a diverse population of staff and customers in person and over the phone?

 Yes

 No

## QUESTION 7

**If you answered "yes" to the previous question please describe your experience in detail including the organization's name, duration, and duties performed.**

## QUESTION 8

#### All information in your application, including your answers to the supplemental questions, will be confirmed in the course of a required background investigation and polygraph examination. Have you been completely honest with us when completing your application for employment and this questionnaire?

 Yes

 No

* Required Question