San Juan County
Invites Applications for:

Administrative Specialist II - Orcas

<table>
<thead>
<tr>
<th>Position:</th>
<th>Administrative Specialist II - Orcas</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Health &amp; Community Services</td>
</tr>
<tr>
<td>Type:</td>
<td>Regular, benefits, FLSA non-exempt</td>
</tr>
<tr>
<td></td>
<td>Full-time, 1.0 FTE (40 hours per week)</td>
</tr>
<tr>
<td>Pay Range:</td>
<td>Range H-4 ($17.76 - $23.07 per hour)</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>Local 1849</td>
</tr>
<tr>
<td>Opening Date:</td>
<td>April 20, 2015</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>Open until filled.</td>
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Submit Completed Applications to:
Human Resources, County Administration
350 Court Street, #5 (mailing address)
55 Second Street, Room 206 (office location)
Friday Harbor, WA 98250
FAX: (360) 370-5085

For information and application materials, contact:
www.sanjuanco.com or (360) 370-7402

EMPLOYMENT APPLICATION: An application form is required for all County job openings. It is important that you review the application form carefully. An incomplete application form may disqualify you. Applications will be accepted for current job openings only. If you are applying for more than one job opening, a separate application form is required for each position. Applicants may attach other information that will assist us in the review and selection process. Such information might include a cover letter, resume and/or references.

BENEFITS: The County provides a comprehensive benefits package with medical, dental and vision coverage for regular employees, and medical coverage for eligible dependents. Vacation accrual begins at eight (8) hours per month and increases with years of service. San Juan County’s holiday schedule recognizes eleven (11) days per year (one of which is a personal holiday). Sick leave is accrued at eight (8) hours per month. There is automatic enrollment in the Washington State retirement system. Leave benefits are pro-rated for part-time employees.

San Juan County is an Equal Opportunity Employer.
Please let us know if you need any accommodation to participate in the application process.
**Basic Function:** This position will also provide basic administrative and clerical support for Health and Community Services, including the following divisions based at the Orcas Island County office: Human Services, Personal Health, and Senior Services. Provides basic information, research and referrals.

Position will, under the direction of the Office Manager, assist in preparing billing statements and entering invoices for payment for the Human Services division. Position will help prepare and route grants, contracts and subcontracts. The position will assist in budget monitoring, including preparation of financial and statistical reports.

**Minimum Qualifications:** High School Diploma or GED required, with a minimum of 2 years prior bookkeeping and accounting experience, including computer knowledge, or any equivalent combination of education and experience that demonstrates the ability to perform the essential functions of the job.

Previous experience working with grants and contracts preferred, especially those for mental health, substance abuse, developmental disabilities programs in Washington State.

**Principal Duties** - Asterisk designates essential function:

*1. Assists in processing and routing new contracts and amendments.
*2. Processes monthly billings from agencies and/or individual contracts ensuring that billings meet the criteria of the fund providers (e.g., DDD, DMH and DASA).
*3. Monitors contracts on a monthly basis for correct hours, types of service provided, number of people served, etc.
*4. Performs routine office duties such as: arranging meetings, mailings, copying documents, preparing reports, preparing meeting minutes, filing and production of the senior newsletter.
*5. Greets public on the phone. Ascertains customer need and directs to proper staff. Opens, sorts and distributes incoming mail. Prepares outgoing mail being sure to meet postal requirements with respect to special handling (biohazard). Provides additional clerical support as needed for seasonal clinics in house, off premise or off island. Prepares money transmittals to Treasurer's office.
*7. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

8. Performs other tasks as directed.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change.

**Skills, Knowledge and Abilities:**

1. Knowledge of the fundamentals of general accounting and double-entry bookkeeping principles.
2. Ability to organize and prioritize accounting projects to meet deadlines.
3. Ability to perform varied and complex accounting assignments under general supervision and guidance.
4. Must have a strong working knowledge of Microsoft Word, Microsoft Excel, and be able to understand, develop and implement complex spreadsheets.
5. Strong organizational skills.
6. Must be flexible and highly amenable to change.
7. Ability to communicate effectively both orally and in writing.
8. Proficient in the operation of standard office equipment, including ten-key calculator, computer, copier, printer, fax etc.

**PHYSICAL AND MENTAL REQUIREMENTS:**
Requires frequent sitting, standing and walking. This position frequently requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position regularly requires the ability to calculate mathematical problems.

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
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<tbody>
<tr>
<td>Computer</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>Telephone</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Copy machine</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Vehicle</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Fax</td>
<td>1</td>
<td>X</td>
</tr>
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**WORKING CONDITIONS:** Office environment with occasional field visits to agency settings under generally favorable conditions. Requires some inter-island travel by ferry (or occasionally by air). May require out-of-county travel several times per year to meetings and training sessions.