SAN JUAN COUNTY
POSITION DESCRIPTION

Position Title: Administrative Specialist  
Date: December 2, 2013
Reports to: Assessor  
Department: Assessor
FLSA Status: Nonexempt  
Positions Supervised: none

CLASSIFICATION: Administrative Specialist II
PAY RANGE: H - 4
OCCUPATIONAL GROUP: 2
BARGAINING UNIT: Local 1849

BASIC FUNCTION: This position is the first point of contact for citizen questions regarding the Assessor functions, via telephone calls, in-office visits, and e-mails, for eighteen (18) hours per week.

MINIMUM QUALIFICATIONS: High School Education and two years of administrative/secretarial work, or any combination of education, training and experience that demonstrates the knowledge, skills and abilities to perform the essential functions of the job with consistent accuracy. Must be extremely well-organized, able to handle multiple projects with overlapping timelines, and handle requests from multiple staff members. Excellent customer service skills are required, including the ability to effectively communicate with the general public, County employees, and senior citizens, both in person and through correspondence. Accuracy and speed in data entry, word processing and electronic spreadsheet skills are necessary.

PRINCIPAL DUTIES - Asterisk designates essential function:
*1. Responds to customer inquiry regarding office procedures, including County mapping and parcel numbering system, the state current use programs, senior citizen and disabled persons exemption and deferral programs. Tracks communications received regarding all issues of property tax exemptions and deferrals, ensuring appropriate response and follow up.
*2. Processes requests for assessment information and other records requested by the real estate industry, County departments, and the general public.
*3. Performs general office duties of recordkeeping, correspondence, filing and mailing, including handling bulk mailings.
*4. Assists the Treasurer’s office in verifying information for preparation of property tax statements.
*5. Acts within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.
*7. Other duties as assigned.

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
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subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

PHYSICAL AND MENTAL REQUIREMENTS:
Position requires frequent sitting, standing, walking and bending. Requires continuous wrist and finger movement in data entry computer work. This position frequently 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 requires the ability to perform accurate mathematical calculations. The employee is infrequently required to lift objects weighing up to 25 lbs. and must infrequently carry objects with both hands and arms. Requires the ability to focus on several tasks at one time often with frequent disruptions, following each through to completion. Requires the ability to exercise good judgment under tight deadlines and occasionally stressful circumstances.

EQUIPMENT REQUIRED:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th># of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>2.0</td>
<td>x</td>
</tr>
<tr>
<td>Telephone/Fax</td>
<td>1.0</td>
<td>x</td>
</tr>
<tr>
<td>Copy machine</td>
<td>0.50</td>
<td>x</td>
</tr>
<tr>
<td>Computer printers</td>
<td>0.50</td>
<td>x</td>
</tr>
<tr>
<td>Adding Machine/Calculator</td>
<td>0.25</td>
<td>x</td>
</tr>
<tr>
<td>Microfiche reader</td>
<td>0.10</td>
<td>x</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Normal office environment. Daily walk to the local Post Office, with other occasional short trips by foot or in vehicle. Numerous daily interruptions to the work flow.