SAN JUAN COUNTY
POSITION DESCRIPTION

Position Title: Administrative Specialist II
Date: July 19, 2007
Reports to: County Auditor
Department: Auditor’s Office
FLSA Status: Nonexempt
Positions Supervised: None

BASIC FUNCTION: This position is the public face of the Auditor’s office, serving customers at the customer service desk in the recording and licensing functions. The employee in this position may be assigned primary responsibility in the areas of licensing, recording, and/or administration (including the County Septic Repair Loan Program). Regardless of the assigned area of specialization, the employee in this position is cross-trained and backs up the other Administrative Specialists. Work is performed under the general supervision of the Auditor. As a public employee, they will adhere to the highest standard of ethics in accordance with RCW 42.52.

MINIMUM QUALIFICATIONS: High school diploma or equivalent and three years’ general office work experience with emphasis on math and accounting skills, or any equivalent combination of education and experience that demonstrates the ability to perform the essential functions of the job. Must obtain certification as a state-certified Vehicle Field System Operator after one year. Prefer a candidate with strong organizational, communication and computer skills. The ability to speak Spanish is a plus, but is not required.

PRINCIPAL DUTIES - Asterisk designates essential function:

**Licensing:**
*1. Provides licensing information to the public by telephone, correspondence, or in person. Performs over-the-counter transactions involving various applications, licenses, permits and the Revised Code of Washington (RCW). Meets and deals with the public in sometimes stressful or difficult situations.
*2. Verifies data, then enters and edits reports and information on computerized record keeping system. Responsible for cash transactions totaling approximately $5,000,000.00 per year.
3. Maintains department manual of DOL communications, and ensures that other Customer Service Specialists are aware of changes.
*4. Maintains inventory for licensing function.
5. May cross-train employees in licensing responsibilities and the use of the DOL computer system.

**Recording:**
*1. Records escrow closings and related documents on all real estate transactions in San Juan County. Requires many contacts per day with title companies, escrow companies, attorneys, financial institutions and other County departments. Also records documents received by mail. Prior to recording, identifies conveyances as subject or not subject to real estate excise tax and forwards taxable documents to the Treasurer’s office. Indexes all real estate documents for retrieval from Official Public Record.
Records and scans surveys, plats and other map filings presented by surveying companies. Indexes plats and surveys by legal description in tract books and on computer database. Stores and maintains original surveys and plats in the Auditor's vault.

*3. Records and indexes government and private liens and support enforcement documents.

*4. Records lawsuits, subpoenas, summons and related documents and distributes them to the Prosecutor, County Council, County Administrative Services and related departments.

*5. Scans recorded documents into imaging database daily. Exports previous day's recorded documents from database to Auditor's webpage.

*6. Maintains MS Access survey and plat database, updates plat and survey information, designs queries for surveyors requesting specific reports. Processes mail-in and mail-in orders from surveyors, power companies, realtors, title companies, and County departments for hard copies of plat and survey maps. Bi-monthly, provides surveyors and real estate agents with paper copies or DVD copies of recorded surveys. Exports surveys and plat images by PDF to the Department of Natural Resources.

7. Bills for services provided by the recording function. Includes billing for walk-in and walk-in hard copies of plats and maps and of recorded documents, billing for bi-monthly hard or DVD copies of recorded surveys, and billing for recordings for the IRS (Federal Tax Liens), Office of Support Enforcement, WA State Employment Security, DSHS and similar agencies. Prepares and balances daily bank deposits.

8. Maintains map copy machine, regular copy machine and microfilm reader/printer, including ordering supplies for each. Maintains and modifies (as required) recording system, including programming fees and document and entity codes.

9. May cross-train employees in recording job functions.

Administration/Accounting:

*1. Prepares, administers and maintains County Septic Repair Loan Program. Corresponds with the parties involved when preparing documents and regarding questions of payment. Prepares and presents supporting documentation along with the application to Auditor for approval of loan. Upon completion of installation, processes original bills from contractors, prepares Deed of Trust and Promissory Notes for customer to sign, and has Deed of Trust recorded.

*2. Assists members of the Auditor's accounting staff as needed. Responsibilities may include: processing accounts payable, updating spreadsheets, verifying reports, entering data, filing and more.

3. Picks up and distributes mail for the Auditor's office. Takes outgoing mail to the post office. Takes daily licensing and recording deposits to the bank.

4. Provides administrative assistance to the Auditor.

Other Responsibilities:

*1. Administers dog licensing function. Orders dog tags and forms, distributes them to Animal Protection Societies, veterinary clinics, and other agencies. Tracks money collected and all tags sold within the County.


3. Receives service of any lawsuit against San Juan County.

4. Maintains Licensing and Recording sections of the Auditor's webpage.

*5. 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.

6. Performs 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 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: Requires sustained standing, waiting on counter customers; and sustained sitting, performing data entry on computer. Requires lifting boxes weighing up to 15 pounds. Requires continuous hand and finger movement. Requires visual acuity to within 20 inches. 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 calculate mathematical problems.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone / Fax</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>Copy machine</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Computer</td>
<td>8</td>
<td>X</td>
</tr>
<tr>
<td>Calculator</td>
<td>.5</td>
<td>X</td>
</tr>
<tr>
<td>Scanner</td>
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<td>X</td>
</tr>
<tr>
<td>Large-format copier/scanner</td>
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<td>X</td>
</tr>
<tr>
<td>Microfilm/fiche reader/printer</td>
<td>5</td>
<td>X</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Normal office situation.