



Administrative Assistant

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| Classification: | Administrative Assistant | Reports to: | Administrative Services Division Manager |
| Division: | Administrative Services | Direct Reports: | N/A |
| FSLA: | Non-Exempt | Salary Range: | 507 |

This position performs highly responsible administrative duties in support of CRESA's programs and managers.

Essential Job Functions

Must be able to perform the following essential job functions with or without reasonable accommodation:

- Provide administrative and executive support to the Agency Director and Management Team
- Serve as Clerk to the CRESA Administrative Board
- Prepare agendas for meetings, functions and conferences; attend meetings with or on behalf of supervisor; take notes at meetings; and may take part in discussion of issues and concerns
- Compose correspondence and reports; proofread and edit correspondence and various written materials
- Coordinate special meetings or events as directed; assist with employee recognition activities including award preparation and presentation details
- Conduct research and compile information on products, equipment or services
- Compile and draft written materials including pamphlets, reports, studies or other related assignments
- Keep managers and supervisors informed about significant items requiring review or action; obtain information from staff, relay assignments, call attention to deadlines, and obtain progress reports
- Reviews and updates Agency website content
- Share in front office reception and customer service duties
- Purchase office supplies, central store supplies, and items for special events or EOC activations
- Coordinate printing of Agency stationery, business cards or other printed materials
- Issue agency identification cards, keys, lockers, parking permits and mailboxes. Maintains logs for each.
- Coordinate arrangements for agency travel and lodging
- Coordinate agency credit card usage and reconcile monthly invoice to original receipts of purchases
- Assist in grant reimbursement preparation and tracking and other financial tasks related to grants as needed
- Coordinate Board meeting materials and logistics; complete and distribute board meeting packets
- Assemble and distribute the annual report, annual budget document, manuals and similar documents
- Participate as needed during emergencies, including emergency operations center activations
- Develop and maintain excellent working relationships with all personnel, user agencies, the public, etc.
- Performs related duties as assigned.

Qualifications

Any combination of qualifications demonstrating a candidate's knowledge, skills and abilities will be considered.

- Bachelor or Associate degree in business or public administration
- Four years of responsible administrative support experience relevant to the essential job functions
- Intermediate skill level with Microsoft Office Outlook, Word and Excel
- Successfully pass pre-employment reference and criminal history checks

Knowledge of: Office and administrative practices and procedures; Effective research and record keeping methods and techniques; Operation of office equipment and technology; Proper business communications, punctuation, grammar and spelling



Ability to: Pay strict attention to detail and accuracy; Understand and execute complex oral and written instructions; Apply appropriate independent initiative, discretion, judgment and organizational skills to the work; Understand and apply available guidelines, policies or procedures in diverse situations; Prepare written materials in clear, correct and comprehensible terms from general notes or concepts; Develop and maintain effective working relationships with employees, the public and officials and personnel from user agencies, other jurisdictions, departments or agencies

Physical / Sensory Requirement:

The following characteristics describe the most common ways this position’s essential functions and job tasks are performed. Any incumbent or candidate for this position must be able to perform the essential functions and job tasks with or without reasonable accommodation.

| Sight and Vision | Frequency | Criticality of Requirement |
|--|---------------------|----------------------------|
| <ul style="list-style-type: none"> • <i>Close / Fine Visual Acuity.</i> Differentiate and comprehend visual effects of subtlety or precision. | Daily | Important |
| <ul style="list-style-type: none"> • <i>General Visual Acuity.</i> Differentiate and comprehend visual effects of general size, shape and distance. | Daily | Important |
| Hearing | Frequency | Criticality of Requirement |
| <ul style="list-style-type: none"> • <i>General / Broad Hearing.</i> Differentiate and comprehend: <ul style="list-style-type: none"> ○ Audio effects or noises (ambient or intrusive) of pitch, volume or tone within the ‘normal range’ ○ Voices (ambient or intrusive) in face-to-face settings, in groups with multiple speakers, over the phone, by radio, etc. of pitch, volume or tone within the ‘normal range’ ○ Verbal speech, language, accents and vocal sounds including the subtleties of speech communication such as intonation, inflection, emphasis and nuance. | Daily | Important |
| | Daily | Important |
| | Daily | Important |
| Speech | Frequency | Criticality of Requirement |
| <ul style="list-style-type: none"> • <i>General Speech.</i> Communicate orally; express thoughts and emotions by word, sound and gesture. | Hourly / Constantly | Very Important |
| Touch | Frequency | Criticality of Requirement |
| <ul style="list-style-type: none"> • <i>Basic Repetitive Hand / Arm Motion.</i> Make regular movement (motion) of wrist, hand, fingers, elbow, shoulder, etc. to type, use computer mouse, etc. | Hourly / Constantly | Very Important |
| <ul style="list-style-type: none"> • <i>Reach.</i> Stretch or extend hand, arm, foot, etc. away from body to touch or meet another object. | Hourly / Constantly | Very Important |
| <ul style="list-style-type: none"> • <i>Grasp.</i> Seize and hold object with fingers, palm, arms. | Daily | Important |
| <ul style="list-style-type: none"> • <i>Lift.</i> Move object upward to a higher position; hoist. Typical weight lifted does not exceed 10 lbs. | Weekly / Monthly | Slightly Important |
| <ul style="list-style-type: none"> • <i>Push / Pull.</i> Exert force to move objects towards or away self. Typical pressure doesn’t exceed 20 lbs. | Weekly / Monthly | Slightly Important |
| Physical Coordination | Frequency | Criticality of Requirement |
| <ul style="list-style-type: none"> • <i>Sit.</i> Remain in seated position to accomplish work. | Hourly / Constantly | Important |
| <ul style="list-style-type: none"> • <i>Stand.</i> Remain in upright position, motionless or steady on the feet to accomplish work. | Weekly / Monthly | Slightly Important |
| <ul style="list-style-type: none"> • <i>Walk.</i> Move about or travel on foot to accomplish work. | Daily | Important |
| <ul style="list-style-type: none"> • <i>Drive.</i> Operate a motor vehicle to get oneself or others to and from various work locations. | Weekly / Monthly | Important |
| Working Memory | Frequency | Criticality of Requirement |
| <ul style="list-style-type: none"> • <i>Audio Memory.</i> Retain and retrieve information gained via audio sources. | Hourly / Constantly | Important |
| <ul style="list-style-type: none"> • <i>Visual Memory.</i> Retain and retrieve information gained via visual sources. | Hourly / Constantly | Important |
| Comprehension | Frequency | Criticality of Requirement |
| <ul style="list-style-type: none"> • <i>Rapid Comprehension & Application.</i> Grasp meaning, nature, or importance of information, then quickly and correctly apply knowledge to work or situation. | Weekly / Monthly | Very Important |
| <ul style="list-style-type: none"> • <i>Complex Comprehension & Application.</i> Grasp the meaning, nature, and importance of complex, ambiguous or difficult information, and correctly apply knowledge to work or situation. | Weekly / Monthly | Very Important |



| Environmental Working Conditions | Frequency | Criticality of Requirement |
|--|---------------------|----------------------------|
| <ul style="list-style-type: none"> <i>No Substantial Hazards.</i> Position is not substantially exposed to adverse environmental conditions. | -- | -- |
| Level of Physical Activity | Frequency | Criticality of Requirement |
| <ul style="list-style-type: none"> <i>Sedentary Work.</i> Work primarily requires exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking or standing are required only occasionally and all other sedentary criteria are met. | Hourly / Constantly | -- |

EQUAL OPPORTUNITY EMPLOYER

CRESA is an equal opportunity (EEO) employer and does not unlawfully discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, marital status, disability, genetic information, veteran status or any other basis prohibited by federal, state or local law. Recruitment processes are conducted to ensure open competition, equal employment opportunity and prohibit discrimination. Women, minorities, veterans, and persons with disabilities are encouraged to apply. CRESA will provide reasonable accommodation for persons with disabilities during the selection process if requested. Applicants are responsible to notify the Human Resources Manager of the accommodation needed at the time of application or at least two days prior to the date needed. For an alternate format of this information, contact ADA Compliance Office: (360) 992-9205. Washington Relay Service – 7-1-1 or (800) 833-6368

IMMIGRATION LAW NOTICE

Only U.S. Citizens and aliens lawfully authorized to work in the United States will be hired. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.