



King County

Invites Applications for the Position of:

Administrative Specialist II - TLT

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 06/19/17 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 06/26/17 11:59 PM (GMT -8:00)

SALARY: \$20.87 - \$26.45 Hourly

LOCATION: Chinook Building - 401 5th Ave, Seattle

JOB TYPE: Term Limited Temporary, Full Time, 40 hrs/wk

DIVISION: Department of Community & Human Services

JOB NUMBER: 2017SC7083

SUMMARY:

The Department of Community and Human Services (DCHS) provides equitable opportunities for people to be healthy, happy, self-reliant and connected to community.

This administrative support position supports the entire agency. This position is critical to the provision of customer service to internal customers and the incumbent must be able to quickly adapt to changing duties. This Term Limited Temporary (TLT) position is scheduled for approximately 12 months.

WHO MAY APPLY: The Department of Community and Human Services values diverse perspectives and life experiences. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with lived experiences.

REQUIRED MATERIALS: Candidates who wish to be considered for this position must submit an online King County application and respond to the supplemental questions. **This opportunity is for current King County employees (Career Service, Term Limited Temporary, Short Term Temporary).**

WORK SCHEDULE/CONDITIONS: This position is eligible for overtime (nonexempt) with supervisory preapproval. The typical work week is normally Monday through Friday, 8:00 a.m. to 5:00 p.m.

RECRUITER: Susan Churchill: susan.churchill@kingcounty.gov

JOB DUTIES:

- Process Electronic Access Requests (EAR's) - overall maintaining Electronic Access Request for agency IT Support Staff/Supervisor. Externally support SUD, MH and ITA Whiteboard Agencies. Keeping track of prolonged EAR forms, working with the HIPAA officer to confirm accurate access levels to database information. Responsibilities include trouble shooting with KCIT on EAR issues.
- Process and score high utilizers referred to the 1811 Shelter from the Downtown Emergency Service Center (DESC). Scores are obtained from information through PRISM system. PRISM system is a very confidential database from the State of Washington with Emergency Room and inpatient overnight hospital stays used to provide a score range for the utilizers being referred for the 1811 Shelter.
- Set up Skype Meetings for various DCHS groups/managing calendar schedules.
- Support the Finance Workgroup (Minutes, setting up meeting location, meals logistics and provide materials needed). This role includes helping with the SharePoint site.
- Support Familiar Faces with Minutes, setting up meeting location, meals, logistics and provide materials needed.
- Support Coordinated Entry for All (CEA) with website changes and updates using Microsoft Sitecore.
- Serve as backup to Administrative Staff Assistant with contracts, including attending the Wednesday Contract Management System huddle and taking minutes.
- Back up support for 4th and 5th floors front desk.
- Perform other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

1. Two years of experience successfully providing administrative/clerical support services in an office environment
2. Strong organizational and problem solving skills.
3. Proven ability to follow oral and written instructions.
4. Skill in maintaining confidentiality.
5. Skill in conducting research on a specific work assignment.
6. Knowledge of and the ability to apply basic accounting and mathematics.
7. Must be able to effectively and positively work within a team environment, and maintain professionalism with all staff.
8. Demonstrate excellent verbal and customer service skills (discretion, patience, etiquette, professionalism).
9. Proficiency with using MS Office Suite.
10. Desired: Previous government experience.