



## King County

Invites Applications for the Position of:

### Confidential Secretary I

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:** 07/21/17 12:00 AM (GMT -8:00)

**CLOSING DATE/TIME:** 07/28/17 11:59 PM (GMT -8:00)

**SALARY:** \$27.73 - \$35.16 Hourly

**LOCATION:** Chinook Building - 401 5th Ave, Seattle

**JOB TYPE:** Appointed

**DIVISION:** Department of Community & Human Services

**JOB NUMBER:** 2017SC7201

**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 position requires a high level of discretion because of frequent exposure to sensitive, controversial, and confidential issues and communications. It is equivalent to a private sector executive secretary and the selected candidate will have delegated authority to independently perform complex and highly responsible administrative support and secretarial duties for the Director of the Behavioral Health and Recovery Division (BHRD), and other senior leaders in the Division.

The selected candidate is expected to learn and maintain knowledge of department projects; keep the Division Director apprised of current and potential issues; and maintain confidentiality. The selected candidate will frequently relay instructions from the director to others, ensure follow-through of those instructions and have strong communication skills. High attention to detail and accuracy is required.

**Who May Apply:** This position is open to all qualified candidates that meet the minimum qualifications. 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.

**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](mailto:susan.churchill@kingcounty.gov)

#### **JOB DUTIES:**

- Prepare, format, proofread and/or edit a variety of materials to be reviewed, approved or signed by the Department Director, including briefing documents, correspondence, meeting agendas, spreadsheets; PowerPoint presentations, etc. Documents must follow the King County Editorial Style Manual.
- Maintain the schedule for the Division Director. Coordinate arrangements and activities that require extensive contacts within and outside the Department. Set scheduling priorities creatively and adeptly resolve appointment conflicts on ever-changing calendar.
- Convey the Division Director's directions and instructions to subordinate staff. Furnish explanations, when necessary. Advise staff of the Division Director's preferences and requirements. Provide regular reminders to staff and maintain a detailed tracking system to ensure deadlines are met.
- Work closely with Department Confidential Secretary II to ensure departmental priorities are met within division.
- Develop and maintain office policies and procedures and ensure Division-wide compliance with standards and protocols for processing of paperwork, including financial disclosure, travel, telecommuting and alternative work schedule requests, as well as compliance with standards for the structure and format of written materials such as proviso responses, motions and ordinances.
- Support the Division in the administration of personnel matters, including but not limited to correspondence to staff regarding the conditions of their employment. Work closely with Human Resources staff to coordinate necessary procedures for hiring new staff and staff termination.
- Make drafted documents more concise and clear while also ensuring proper grammar, punctuation, and diplomacy in both correspondence and reports.
- Independently receive and resolve internal issues and questions referred to the Division Director's Office within assigned scope of authority, keeping the Director and Deputy Directors informed, as needed.
- Answer incoming telephone calls, including the Division Director's calls when requested. Respond to questions, take messages, screen, and route or refer callers as appropriate.
- Learn, perform, and maintain special projects, as requested.
- Place and reconcile financial purchases and employee reimbursements. Process all expenses in compliance with County policies.
- Organize, update, and maintain the hard copy and electronic files.
- Perform other related duties as assigned.

#### **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

1. Strong oral and written communication skills, including understanding and executing complex verbal and written instructions.
2. Strong attention to detail.
3. Experience in high-demand, fast-paced work environment.
4. Ability to maintain a high level of confidentiality and utilize good judgment.
5. Proficient with MS Office Suite for daily use of Word, Excel, PowerPoint and Outlook. Basic knowledge of Adobe Acrobat. Adept at using internet searches to acquire information.
6. Excellent organizational skills for maintaining electronic and manual record and tracking systems.
7. Skill in providing direction regarding work assignments and in delegating work assignments to appropriate staff members.
8. Knowledge and ability to apply proper grammar, punctuation, and sentence structure to documents.
9. Demonstrated ability to work cooperatively with discretion, patience, professionalism, courtesy and tact with all levels of staff, private sector officials, elected officials and the public.
10. Ability to prioritize workload, work efficiently and calmly under pressure with tight turn-around times and ever-changing priorities; juggle and track multiple assignments, and meet deadlines.
11. Ability to work independently and oversee the smooth operation of the office.
12. Ability to take initiative and be accountable, use independent judgment to accomplish tasks and handle responsibilities while avoiding errors in judgment and discretion.
13. Skill in maintaining the confidentiality of all sensitive communications.
14. Skill in understanding and executing complex oral and written instructions.
15. Skill in working independently on assigned tasks with minimal or no guidance.
16. **Desired Qualifications:** Experience in secretarial/administrative roles that include primary administrative support to a senior leader.