



## 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:** 01/02/19 12:00 AM (GMT -8:00)

**CLOSING DATE/TIME:** Continuous

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

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

**JOB TYPE:** Career Service, Full Time, 40 hrs/week

**DIVISION:** DCHS - Community & Human Services

**JOB NUMBER:** 2019AM9162

**SUMMARY:**

**The Department of Community and Human Services (DCHS) 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 experience.**

The Department of Community and Human Services (DCHS) provides equitable opportunities for people to be healthy, happy, self-reliant, and connected to community. DCHS has two Confidential Secretary I positions open. One position will support our Adult Services section (AS) and the other will support our Behavioral Health and Recovery section (BHRD). Successful candidates for both positions will have substantial experience in both internal/external customer service, and administrative skills.

**Who May Apply:** This position is open to all qualified applicants who meet the minimum requirements. DCHS 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 experience.

**Work Schedule:** This position is scheduled to work 40 hours per week, typically 8:00 a.m. – 5:00 p.m., Monday through Friday, and is overtime eligible with pre-approval from the supervisor.

**Required Materials:** Candidates who wish to be considered for this position must submit an online King County application and respond to the supplemental questions. **First review of applicants will take place at 9am on Jan 16.**

**Recruiter:** Anne Masters: [anne.masters@kingcounty.gov](mailto:anne.masters@kingcounty.gov)

## **JOB DUTIES:**

### Correspondence and Procedures:

- Prepare, format, proofread and/or edit a variety of materials, ensuring proper grammar, punctuation and diplomacy, including reports, briefing documents, letters, meeting agendas, spreadsheets, PowerPoint presentations, etc. Documents must follow the King County Editorial Style Manual.
- Develop, maintain and orient staff to policies and procedures and ensure Division-wide compliance with standards and protocols for processing of paperwork, including financial disclosures, travel, telecommuting and alternative work schedule requests.

### Scheduling:

- Maintain the Division Director's calendar and schedule.
- Coordinate arrangements and activities that require extensive contacts and coordination within and outside the Department.
- Set scheduling priorities creatively and adeptly resolve appointment conflicts on ever-changing calendar.

### Internal and External Relations:

- Convey the Division Director's directions and instructions to staff. Furnish explanations, when necessary. Advise staff of the Division Director's preferences and requirements. Provide regular reminders to staff.
- 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 calls, including the Division Director's calls when requested. Respond to questions, take messages, screen, and route or refer callers as appropriate.
- 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 Resource staff to coordinate necessary procedures for hiring new staff and staff terminations.

Perform other related duties as assigned.

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

1. 2 years full time experience performing administrative support.
2. Knowledge and ability to apply proper grammar, punctuation, and sentence structure to documents.
3. Intermediate to advance proficiency with MS Office Suite for daily use of Word, Excel, PowerPoint and SharePoint. Basic knowledge of Adobe Acrobat. Adept at using internet searches to acquire information.
4. Demonstrates strong oral and written communication skills, including understanding and executing complex verbal and written instructions.
5. Proficient with Microsoft Outlook, including experience scheduling meetings with multiple attendees.
6. Ability to take initiative and be accountable, use independent judgment to accomplish tasks and handle responsibilities while avoiding errors in judgment and discretion.
7. Demonstrated ability to provide excellent customer service; work cooperatively with discretion, patience, professionalism, courtesy and tact with everyone (e.g. all levels of staff, private sector officials, elected officials and the public).
8. Skill in providing direction regarding work assignments and in delegating work assignments to appropriate staff members.
9. Ability to maintain a high level of confidentiality and utilize good judgment.
10. Demonstrated ability to maintain organized, prioritize workload, juggle multiple assignments and work calmly under pressure with tight turnaround times.

**Desired Qualification:**

Experience in secretarial/administrative roles that include primary administrative support to a senior leader.

**Note: Online applications are preferred. However, if you cannot apply online, go to [www.kingcounty.gov/jobs](http://www.kingcounty.gov/jobs) for other options.**

**If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.**

## Confidential Secretary I Supplemental Questionnaire

\* 1. Please identify your proficiency in MS Word.

- Beginner
- Intermediate
- Expert

\* 2. Please identify your proficiency in MS Excel.

- Beginner
- Intermediate
- Expert

\* 3. Please identify your proficiency in MS PowerPoint.

- Beginner
- Intermediate
- Expert

\* 4. Please identify your proficiency in SharePoint.

- Beginner
- Intermediate
- Expert

\* 5. Do you have experience providing direction on work assignments and in delegating work assignments to others?

- Yes
- No

\* 6. King County has transformed its work on equity and social justice from an initiative to an integrated effort that applies the principle of "fair and just" intentionally in all the county does in order to achieve equitable opportunities for all people and communities. What is the most important equity or social justice issue to you and why?

\* Required Question