

Job Description for:



Administrative Assistant, Homeland Security

Salary Range: 507, M3
FLSA Status: Non-exempt, non-rep
Revised: 09/15/2010

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|------------------------|-------------------------------|--------------------|------------------------------|
| Classification: | Administrative Assistant | Reports to: | Emergency Management Manager |
| Division: | Emergency Management Division | Supervises: | n/a |

Job Overview

This position performs highly responsible administrative duties in support of Washington State Region IV Homeland Security Council, jurisdictions and staff, and serves as a core member of the Emergency Management Division team.

Essential Job Functions

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

- Serve as Clerk to the Washington State Region IV Homeland Security Council
- Schedule and attend Region IV Council and subcommittee or working group meetings
- 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
- Provide follow-up administrative work in support of the Council and HLS Coordinator
- Maintain regular contact with and support of regional stakeholders and decision makers; develops and sends out Homeland Security program correspondence
- Respond to questions and requests regarding administrative aspects of Homeland Security program
- Maintain and administer grants accounting for Region IV Homeland Security Council
- Tracks and monitors multiple grants over varying fiscal years
- Monitors grants compliance of subcontractors and sub-recipients
- Tracks revenues and expenditures by funding source and/or subcontract
- Assembles grant costs and data for Homeland Security grants and related projects
- Compose correspondence and reports; proofread and edit correspondence and various written materials
- Coordinate special meetings or events as directed
- 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 stakeholders informed about significant items requiring review or action; obtain information from staff, relay assignments, call attention to deadlines, and obtain progress reports
- 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

Minimum Qualifications

- Four years of responsible administrative support experience relevant to the essential job functions – or –
- Bachelor's degree in business or public administration
- Successfully pass pre-employment reference and criminal history checks.

Any combination of education and experience that provides an applicant with knowledge, skill and ability to successfully perform the job will be considered.

Knowledge of:

- Office and administrative practices and procedures
- Effective research and record keeping methods and techniques
- Considerable knowledge of 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 Requirements. 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>General Visual Acuity.</i> Differentiate and comprehend visual effects of general size, shape and distance. | Hourly / Constantly | Very 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"> ○ 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. | Hourly / Constantly | Very Important |
| | Hourly / Constantly | Very 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. • <i>Reach.</i> Stretch or extend hand, arm, foot, etc. away from body to touch or meet another object. • <i>Lift.</i> Move object upward to a higher position; hoist. Typical weight lifted does not exceed 25 lbs. | Daily | Important |
| | Weekly / Monthly | Important |
| | Weekly / Monthly | Important |
| Physical Coordination | Frequency | Criticality of Requirement |
| <ul style="list-style-type: none"> • <i>Sit.</i> Remain in seated position to accomplish work. • <i>Stand.</i> Remain in upright position, motionless or steady on the feet to accomplish work. • <i>Drive.</i> Safely and legally operate a motor vehicle in the course of work | Daily | Important |
| | Weekly / Monthly | Slightly Important |
| | 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. • <i>Visual Memory.</i> Retain and retrieve information gained via visual sources. | Weekly / Monthly | Important |
| | Weekly / Monthly | Important |
| Comprehension | Frequency | Criticality of Requirement |
| <ul style="list-style-type: none"> • <i>Rapid Comprehension & Application.</i> Grasp meaning, nature, or importance of information, and quickly and correctly apply knowledge to work or situation. • <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 | Important |
| | Weekly / Monthly | 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 is required only occasionally and all other sedentary criteria are met. | Hourly / Constantly | -- |