



King County

Invites Applications for the Position of:

Administrative Specialist III

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: 01/30/15 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 02/13/15 04:30 PM (GMT -8:00)

SALARY: \$21.94-\$27.81 Hourly

LOCATION: Multiple locations in King County

JOB TYPE: Civil Service, Full Time, 40/hrs Wk

DIVISION: King County Sheriff's Office

JOB NUMBER: 2015LL04503

SUMMARY:

This position performs a wide variety of administrative and clerical duties, customer service support and/or oversight office coordination that is specialized and/or technical in nature, performed under limited supervision, according to department/unit assignment.

This recruitment will establish an employment list to fill current and future vacancies throughout the Sheriff's Office.

WHO MAY APPLY: This Civil Service position is open to King County employees and the general public. You can learn more about King County Civil Service hiring by accessing the website at: <http://www.kingcounty.gov/jobs/applying.aspx>.

WHERE TO APPLY: Visit our website at www.kingcounty.gov/jobs, or

www.governmentjobs.com and complete the online application.

REQUIRED MATERIALS: The following materials are required:

1. A completed **Government Jobs** online application
2. Responses to the **supplemental questionnaire**
3. **Letter of interest** (cover letter) describing your background and how you meet or exceed the requirements for this position

Please Note: You must still completely fill out the application with your relevant education and work experience. Applications and/or Supplemental Questionnaires that state “see my resume” or “see my personnel file” are considered incomplete and will not be accepted. Applications that do not include a letter of interest are incomplete and will not be considered. You can attach multiple documents if necessary or required, such as your letter of interest and optional resume to your electronic application. Your options are:

- Copy and paste one or more documents into the text resume section of the application.
- Attach multiple documents/files in the resume attachment section.

WORK LOCATION: Vacancy may occur at any one of the King County Sheriff’s Office work sites throughout King County (King County Courthouse, King County Administration Building or the Sound Transit Police Headquarters in downtown Seattle).

WORK SCHEDULE: Typical work hours are 40 hours per week, 8:00 AM – 5:00 PM, Monday through Friday. Additional hours may be necessary to respond to workload needs, which may include evenings and weekends. This position is overtime eligible.

UNION MEMBERSHIP: Positions in this classification are represented by the Public Safety Employees Union (PSEU).

TESTING INFORMATION: This position will require technical tests and an oral board interview that are proctored in Seattle, WA, only. No out-of-area proctoring of the test or oral board will be conducted.

RECRUITER: If you have any questions regarding this job announcement, please contact Lisa Longdon, Civil Service Senior HR Analyst by email at lisa.longdon@kingcounty.gov.

JOB DUTIES:

- Specific requirements and responsibilities vary somewhat from job to job and work locations.
- Provide and/or acquire authoritative program-specific information relating to assigned specialized or technical clerical support services that require interpreting established policies, procedures, codes, regulations and other relevant sources, to internal and/or external customers over the telephone, in writing and/or in person.
- May have to deal with sensitive and highly confidential situations,

including criminal reports, victim's personal information, crime scene evidence, and/or graphic images.

- Research and summarize specialized or technical information from varied sources. This may require selecting the most appropriate material and the use of spreadsheets and customized database applications.
- Organize, oversee, establish and maintain data sources that may include contracts, budgets, payroll, legal documents and/or other records.
- Compose, draft, summarize, prepare, proofread and/or edit documents, contracts, ordinances, motions and/or correspondence to ensure these conform to the appropriate use of the English language, specialized terminology and established procedures.
- Process mail that may require attaching related correspondence or information before forwarding, respond to mail that can be handled personally, identify priority and/or time sensitive matters, and maintain security and confidentiality.
- Attend and record public and/or departmental hearings and/or meetings.
- Represent organization at various functions, including administrative hearings, proceedings, court inquiries, committees and meetings (may vary according to position assignment).
- Schedule meetings and maintain calendars for supervisor and/or organizational unit/program.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- A minimum of three years of demonstrated administrative support and office experience;
- Demonstrated knowledge and experience of general office policies, principles and practices;
- Demonstrated ability to provide excellent customer service with discretion, patience and professionalism, in-person and over the phone. This will include directing and documenting telephone communications; providing program information in a courteous and professional manner to internal and external customers;
- Demonstrated ability to perform basic accounting and mathematics;
- Strong communication and interpersonal skills with the ability to provide program-specific information such as rules, regulations and policies; to customers via in-person, telephone, or written communications, screening calls, scheduling meetings, directing and responding to public and internal requests; (may vary according to position assignment)
- Writing skills sufficient to transcribe, compose, edit and maintain a variety of documents, reports and correspondences using correct spelling, grammar, and punctuation, with the ability to pay close attention to detail and proofread work carefully;
- Possess strong verbal communications to communicate effectively in a professional, diverse work environment; internal and external agencies/customers and the general public;
- Successful applicants must demonstrate intermediate level proficiency in computer software applications including Microsoft Word, Excel and

- Outlook, (2007) or other relevant software applications;
- Strong conflict resolution and problem solving skills;
 - Demonstrated ability to maintain and ensure confidentiality with sensitive matters, policies, and information;
 - Demonstrated keyboarding skills at minimum of 35 WPM (speed required may vary according to position assignment);
 - Initiative and accountability skills for work product or service and following through on assignments as directed;
 - Knowledge of the operation of standard office equipment that may include; personal computer, mainframe terminal, copier, fax machines and multi-line telephone;
 - Excellent analytical and problem solving skills;
 - Transcription and dictation skills;
 - Demonstrated skill in following verbal and written instructions and in following through on assignments;
 - Demonstrated skill in prioritizing work load and adapting to changes in work load demand; Skill in conducting research on specific work assignments as needed.

The most competitive candidates will have the following, additional highly desirable qualifications:

- Degree/certificate in Business Administration, Office Administration, or related field.
- Five years' of progressively responsible experience providing administrative support in a law enforcement agency or judicial court system
- Familiarity of King County Sheriff's Office policies and procedures.

SUPPLEMENTAL INFORMATION:

SELECTION PROCESS: Applications packets will be checked for required materials. Your application must provide clear and detailed information on your relevant education, training, work experience and history. Your application materials must validate your answers to the supplemental questions. If your answers cannot be validated, you will not proceed to the next steps of the selection process. Applicants meeting the minimum qualifications will be further screened based on the ability to **follow instructions**, and the **clarity, completeness**, and **content** of their cover letter. This letter should include, why you are applying for the position of Administrative Specialist III with the King County Sheriff's Office, and how you meet or exceed the minimum qualifications and experience for this position. The most competitive candidates will then be contacted for further testing. This selection process may include but is not limited to: evaluation of application materials and supplemental questions, testing, interviewing, and background investigation.

NECESSARY SPECIAL REQUIREMENTS: The candidate selected for this position will be required to pass a comprehensive background investigation to include fingerprinting and a polygraph examination. All Civil Service applicants must be U.S. Citizens who can read, write, and speak the English language fluently.

Note: Online applications are preferred. However, if you cannot apply online, go to 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.

Administrative Specialist III Supplemental Questionnaire

- * 1. You must be a current US Citizen to apply for civil service positions with the King County Sheriff's Office. Are you now a United States citizen?
 - Yes
 - No
- * 2. Can you read, write and speak the English language?
 - Yes
 - No
- * 3. Have you reviewed the list of automatic disqualifiers for employment with the King County Sheriff's Office? Please click on the link to review the King County Sheriff's Office [list of automatic disqualifiers for employment](#) before proceeding to the next question.
 - Yes
 - No
- * 4. Do you certify that based on your review of the automatic disqualifiers that you are qualified for employment with the King County Sheriff's Office?
 - Yes
 - No
- * 5. The background of all King County Sheriff's Office employees and applicants are thoroughly checked. The required background investigation will review and evaluate driving records, criminal records, employment histories, military records, personal and employment references, and related information. A polygraph examination is also required. Are you willing to undergo a background investigation and polygraph examination as part of the employment process?
 - Yes
 - No
- * 6. The vacancy may occur at any one of the King County Sheriff's Office work sites throughout King County (King County Courthouse, King County Administration Building, the Sound Transit Police Headquarters in downtown Seattle). Are you able and willing to be assigned to work at any one of these locations?
 - Yes
 - No
- * 7. The application for this position requires a letter of interest (cover letter) detailing how your qualifications and experience meet or exceed the minimum qualifications stated in this job bulletin. Did you attach a letter of interest to your application?
 - Yes
 - No
- * 8. Select the option which best describes your experience in law enforcement or public safety organization. Your application must support your answer.

- No prior work experience in a law enforcement agency or public safety organization
 - I have previously or currently work in a law enforcement agency or public safety organization
- * 9. This position requires three years of progressively responsible administrative support and office experience, similar to those listed in the job duties. How many years of experience do you possess in these areas?
- Less than three years of progressively responsible administrative support and office experience.
 - At least three years, but less than four years of progressively responsible administrative support and office experience.
 - At least four years, but less than five years of progressively responsible administrative support and office experience.
 - Five or more years of progressively responsible administrative support and office experience.
- * 10. How would you rate your proficiency with Microsoft Office (Word, Excel and Outlook) applications?
- None - No experience in any or all listed applications
 - Some or little experience and would need training to use the applications
 - Beginner with up to 1 year experience in any or all the listed applications
 - Intermediate - Moderate use, with 2 - 3 years experience in all applications
 - Expert - Fully proficient; use all applications daily, over 3 years experience
- * 11. If you were to be tested on the computer programs in which you indicated proficiency, would the test results verify that proficiency?
- Yes
 - No
- * 12. Do you have experience providing excellent customer service to a diverse population of staff and customers in person and over the phone?
- Yes
 - No
- * 13. If you answered yes to the previous question, please describe your experience providing excellent customer service to a diverse population of staff and customers in person and over the phone. If you have no experience, write "None" in the space provided.
- * 14. Which best describes your highest level of education?
- No GED or high school degree
 - General Education Degree
 - High school degree
 - Some college
 - Associates' or technical degree
 - Bachelor's degree
 - Master's degree

- Other advanced degree
- Other certificate

* 15. If you checked any of the degrees/certificate in the previous question, please list the type of degree and the field of study.

* 16. Are you familiar with King County Sheriff's Office policies and procedures?

- Yes
- No

* 17. Do you have experience in transcription/dictation?

- Yes
- No

* 18. If you answered yes to the previous question, please explain where you obtained your transcription/dictation experience. Be specific in your response, and list the employers and positions held where you gained your experience. If you have no experience, write "None" in the space provided.

* 19. All information in your application, including your answers to the supplemental questions, will be confirmed in the course of the required background investigation and polygraph examination. Have you been completely honest with us when completing your application for employment and this questionnaire?

- Yes
- No

* Required Question