

Position Title	Administrative Services Associate		
Working Title			
FLSA Status	Eligible	Job Code	
Classification	A3	Revised	1/2019

General Purpose

Under moderate supervision, performs a variety of administrative services in support of the District and provides front-line customer service to staff and the public.

Illustrative Examples of Duties and Responsibilities

As the initial point of contact for the District at the Administrative offices, provides direct service to staff or the public by telephone, in person, or electronically.

Maintains confidentiality of all privileged and/or sensitive information; composes letters and memoranda; writes/edits reports and other correspondence as assigned. May proofread drafts of proposed policies and procedures.

Organizes and maintains Human Resources and Personnel files; performs archiving and records retention activities using the Washington State Records Retention Schedule; maintains current Personnel policies and procedures, and the Safety & Health Manual.

Maintains accuracy of information posted on the District's website for the Employment section; and the staff Intranet for HR sections, including policies, procedures, position descriptions and Safety & Health information to ensure updates are posted as needed.

May coordinates department meeting schedules; assists with arrangements for meetings or training activities including preparing materials and reserving facilities and equipment.

Responds to questions and requests for information from District staff or prospective employees.

May provide administrative assistance with the recruiting and interview process.

Provides new employees with new hire paperwork.

Utilizes the Human Resources Information System (HRIS) to maintain employee files. Ensures that appropriate Departments and Agencies have complete forms for insurance, retirement, payroll, and/or other documents.

Responds to requests for verification of employment or salary information per District guidelines.

May provide administrative support to other departments, as needed.

Performs other related duties as assigned.



www.sclld.org
Administrative Offices
509.893.8200
fax 509.893.8472

Airway Heights Library
509.893.8250
Argonne Library
509.893.8260

Cheney Library
509.893.8280
Deer Park Library
509.893.8300

Fairfield Library
509.893.8320
Medical Lake Library
509.893.8330

Moran Prairie Library
509.893.8340
North Spokane Library
509.893.8350

Otis Orchards Library
509.893.8390
Spokane Valley Library
509.893.8400

Supervision

Reports to Human Resources Director.

Supervises: N/A

Minimum Qualifications

Required:

- Associate degree
- 3 years' recent administrative support experience
- Proficiency with Microsoft Office software, including SharePoint

The District may accept an equivalent combination of education and experience in lieu of the above requirements.

Preferred

- Bachelor's degree
- Experience in Human Resources

Necessary Knowledge, Skills & Abilities

Knowledge of:

- Office procedures, methods and equipment.

Skill in:

- Use of personal computer and Microsoft office software.
- Use of SharePoint & Adobe Acrobat applications.

Ability to:

- Handle multiple project assignments and meet deadlines.
- Organize and maintain records and files.
- Express ideas clearly and concisely verbally and in writing; be discreet and use good judgment when dealing with confidential matters.
- Gather and analyze data and prepare reports, memoranda and other correspondence; accurately proofread written materials.
- Establish and maintain effective working relationships with other employees, and the public.
- Communicate effectively with staff and others, both orally and in writing
- Consistently demonstrate effective customer service behavior(s);
- Interact in a professional and respectful manner with District staff and the public;
- Maintain confidentiality of information;
- Establish and maintain effective working relationships in a team environment;
- Use initiative, problem-solving skills, and sound judgment;
- Work quickly and accurately; follow directions; meet deadlines.



www.sclld.org

Administrative Offices
509.893.8200
fax 509.893.8472

Airway Heights Library
509.893.8250

Argonne Library
509.893.8260

Cheney Library
509.893.8280

Deer Park Library
509.893.8300

Fairfield Library
509.893.8320

Medical Lake Library
509.893.8330

Moran Prairie Library
509.893.8340

North Spokane Library
509.893.8350

Otis Orchards Library
509.893.8390

Spokane Valley Library
509.893.8400

Work Environment/Physical Demands

Work is performed primarily in an office environment while sitting or standing at a desk for extended periods of time. Multiple interruptions and solving problems requiring research and interpretation are illustrative of the environmental requirements of the position.

An individual performing the duties in this position may be required to lift or move up to 40 pounds, and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck.

Special Requirements

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

The duties listed above are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



www.scl.d.org

Administrative Offices
509.893.8200
fax 509.893.8472

Airway Heights Library
509.893.8250

Argonne Library
509.893.8260

Cheney Library
509.893.8280

Deer Park Library
509.893.8300

Fairfield Library
509.893.8320

Medical Lake Library
509.893.8330

Moran Prairie Library
509.893.8340

North Spokane Library
509.893.8350

Otis Orchards Library
509.893.8390

Spokane Valley Library
509.893.8400