



Executive Assistant

DEPARTMENT: KCE - King County Elections
DIVISION: Administration
SALARY: \$77,840.67 - \$98,667.50 Annually
LOCATION: King County Elections - 919 SW Grady Way, Renton, WA 98057-2906
JOB TYPE: Appointed
CLOSING DATE: 01/06/20 11:59 PM

SUMMARY:

The Department of Elections is recruiting an Executive Assistant who will provide direct support to the Director of Elections by handling daily administrative tasks and duties with a high degree of autonomy and decision making discretion. Strong technical skill and proficiency with calendar management, document preparation, prioritization and other executive support functions is essential. Strong communication, both verbally and in writing, will be required to facilitate extensive contacts both within and outside the Department. This position will also keep the Director apprised of current and potential issues while maintaining a high degree of confidentiality.

Please note: This position was formerly posted as a Confidential Secretary II and has been changed to an Executive Assistant position. If you previously applied for the Elections Confidential Secretary II then you do not need to re-apply for this position. Your application from the previous Confidential Secretary II posting will be considered.

King County Elections (KCE) manages voter registrations and elections for more than 1.3 million voters in King County, the largest vote-by-mail county in the United States. KCE's mission is to conduct fair, open and accurate elections. As a leader in providing inclusive elections, KCE is focused on three key priorities – (1) actively identifying and working to remove barriers to voting at both the individual and community level, (2) strengthening relationships with community and governmental partners, and (3) creating a culture of professional growth and development, openness and inclusion. Learn more at www.kingcounty.gov/elections.aspx.

The Department of Elections is searching for an energetic and resourceful professional who likes to **"get stuff done"**. The Executive Assistant position in the Elections Department combines an exciting, fast paced environment with the opportunity to **cultivate** talents and **apply** a variety of skills. The ideal candidate will thrive in an **innovative, fast-paced** environment and will not hesitate to roll up both sleeves, **work hard**, have **fun**, and get the job done.

Who May Apply: This position is open to the general public and all King County employees.

Work Schedule: The Executive Assistant is an at-will position. The standard workweek is Monday through Friday, 40 hours per week. We require the flexibility to work additional hours during peak periods of the Election cycle. This position is exempt from the provisions of the Fair Labor Standards Act and is therefore not eligible for overtime.

Materials Required to Apply: A **resume** and **cover letter** are required and should be attached

before submitting your application. The cover letter should describe how your education and experience meet the qualifications and have prepared you to perform the functions of the job. Applications without the required materials may not be considered for this position.

JOB DUTIES:

- Professionally prepare, format, proofread, and/or edit a variety of materials to be reviewed, approved or signed by the Director, including briefing documents, correspondence, meeting agendas, spreadsheets, PowerPoint presentations, etc.
- Maintain the schedule for the Director including calendar management, document preparation, setting priorities and resolving appointment conflicts.
- Answer the Director's incoming telephone calls and monitor the director's incoming email providing assistance as necessary to respond to questions; convey messages, route, and screen calls/emails as appropriate.
- Convey the Director's directions and instructions to division staff. Furnish explanations, when necessary. Advise staff of the director's preferences and requirements.
- Communicate well with Elections staff and managers, elected officials, County agencies, and external agencies and partners.
- Provide assistance and logistical help as necessary to ensure that the Director's meetings and larger venue events are set up in a way to maximize the experience for participants. This includes a thoughtful room arrangement to facilitate the meetings purpose. Additionally, use resources to ensure that appropriate audio and video equipment is functional as needed.
- Ensure division-wide compliance with policies and procedures governing the processing of paperwork and the development and structuring of correspondence
- Perform special projects as requested. Gather, organize, analyze, and prepare data for inclusion in reports. Present information in convenient form to aid the Director in accomplishing work or making decisions.
- Organize, update, and maintain the director's files (paper and electronic), which include working files, historical files, projects, etc.
- Staff a drop box on Election night after 4pm outside in various weather conditions

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- **Exceptional organizational skills** and experience that prepares the candidate to support a senior executive.
- Skill in **establishing and maintaining effective working relationships** with co-workers, elected officials, and the public.
- Skill in **dealing with others** directly with courtesy, tact and good judgment.
- Considerable **knowledge of proper English usage**, punctuation, grammar, sentence structure, and County and departmental correspondence standards.
- Proficient use of **Outlook, Word, Excel, PowerPoint.**
- Working **knowledge of office management practices.**
- Knowledge of **record keeping, filing systems** and the skills to maintain them.
- Strong **skill in updating and revising documents** ensuring proper grammar, punctuation, and diplomacy in both correspondence and reports.
- Skill in coming up with **new and unique ideas** within the scope of the position.
- Skill in **working independently** on assigned tasks with minimal or no guidance.
- Skill in **maintaining the confidentiality** of all sensitive communications.

SUPPLEMENTAL INFORMATION:

Travel to work locations throughout King County with limited or no public transportation services is required.

PHYSICAL REQUIREMENTS: The duties in this position are performed in an office setting and may be required to lift at least 20 lbs.

King County is proud to be an Equal Employment Opportunity /Affirmative Action employer and we encourage people of color, women, veterans and people with disabilities to apply.

For more information regarding this recruitment, please contact:

Reeshema Lewis
Sr. HR Business Partner
Email: Reeshema.Lewis@kingcounty.gov
Phone: 206-263-8413

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2019RL11111
EXECUTIVE ASSISTANT
RL

King County Administration Bldg.
500 4th Ave. Rm. 553
Seattle, WA 98104
206-477-3404

Talent@kingcounty.gov

An Equal Opportunity Employer

Executive Assistant Supplemental Questionnaire

- * 1. Do you have administrative experience supporting a senior level position?
 - Yes
 - No
- * 2. Do you have recent experience providing executive calendar management, document preparation and prioritization?
 - Yes
 - No
- * 3. Please rate your experience using Microsoft Office Suite – specifically Excel, Outlook, Word and PowerPoint.
 - Advanced, extensive use and excellent skill
 - Intermediate, frequent use and average skill
 - Beginner, some use
 - No experience
- * 4. This position requires a COVER LETTER and RESUME. If you have not yet attached or pasted in your resume and cover letter you may still do it at this point in the application process. Have you included a resume and cover letter with your application?
 - Yes
 - No
- * Required Question