



Administrative Assistant I or II

Full – Time with Benefits

Administrative Assistant I

Salary Range: \$57,060/annually to \$77,040/annually

Starting Salary Range: \$57,060/annually to \$67,050/annually

Administrative Assistant II

Salary Range: \$59,340/annually to \$80,112/annually

Starting Salary Range: \$59,340/annually to \$69,726/annually

Soos Creek Water and Sewer District (SCWSD) is seeking a talented candidate to provide Administrative Assistant support to the Soos Creek management team and Board of Commissioners. This role provides backup support to the Executive Assistant in Public Records responses, handling of Board Meeting materials and minutes, and assist the Executive Assistant with various tasks including basic office functions such as ordering supplies and researching returned mail, tracking field crew CEU's, registration and coordination of training opportunities, maintaining monthly calendars, monthly District vehicle maintenance reporting, tool and materials inventories, and assisting Field Supervisors with written communication.

About the District

SCWSD is one of the largest Special Purpose Districts in Washington State, located in southwestern King County. The District is a public agency governed by an elected five-member Board of Commissioners. We purchase our water supply from Seattle Public Utilities via a 60-year wholesale water supply contract. Our water service area covers approximately 16 square miles and serves more than 67,500 people. Our sewer service area covers approximately 35 square miles, serving more than 114,000 people within portions of Kent, Renton, Covington, Black Diamond, Maple Valley and unincorporated King County.

SCWSD is an exceptional place to work. Our team of 48 employees includes administration, customer service, finance, engineering, water and sewer operations, information systems, and development administration. We are truly collaborative, working together to meet the District's mission of providing reliable, high-quality water and sewer services in an efficient, cost-effective manner. We focus on our customers, we solve problems, and we strive for success and positive results every day.

We are proud to offer an outstanding benefit package to employees and their dependents. We are invested in your success and growth and offer competitive wages, stability, and a friendly, positive culture. Working at SCWSD you will be helping to ensure we continue to provide essential water and sewer services to our customers. We strive to provide a meaningful job and a lifelong career.

MINIMUM QUALIFICATIONS:

Administrative Assistant I

Knowledge of:

- Microsoft Office Suite, SharePoint, and Teams.
- General office practices and procedures.

Skills in:

- Effective communication and interpersonal skills, including tact, diplomacy, and professionalism.
- Excellent organization, follow-through, and customer service skills.
- Operating modern office equipment.
- Sorting, filing, and archiving paper documents as well as electronic records.

Ability to:

- Have good public relation skills and handle difficult situations.
- Communicate effectively, both orally and in writing, with the public, customers, staff, co-workers, and leadership.
- Effectively adjust to changing priorities and meeting deadlines.
- Work harmoniously with the public and District employees.
- Recognize what needs to be done and the willingness to accomplish such work without direction on each task.
- Quickly comprehend and carry out instructions and work independently with minimum supervision.
- Communicate with customers and favorably represent the District to the public.
- Maintain clear, concise, and accurate records, and report on items that need attention.
- Maintain a professional and respectful working environment.
- Utilize strong organizational skills.

Administrative Assistant II

Knowledge, skills, and abilities listed under Administrative Assistant I; with the following additions:

Knowledge of:

- Microsoft Office Suite, advanced functions.
- Communication and presentation software such as MS PowerPoint, Adobe, Visio and/or Canva.
- Professional standards for business correspondence writing, grammar, spelling, and punctuation.
- Principles and practices of recordkeeping, records retention, records management, and file maintenance.

Skills in:

- Creating and maintaining paper and electronic file systems.
- Creating, tracking, and closing of contracts/projects.
- Data research and compiling data/information.
- Preparing clear and concise written letters, memos, reports, and presentations.
- Editing and proofreading critical reports.

Ability to:

- Prioritize and successfully complete multiple assignments on time.
- Maintain confidentiality.
- Become familiar with legal requirements for response to public records requests, and State of Washington Records Management Guidelines.
- Exercise tact, discretion, and sound judgment in addressing sensitive or confidential matters.

EDUCATION AND EXPERIENCE:

Administrative Assistant I

Any equivalent combination of education and experience that provides the knowledge, skills, and abilities required to perform the job successfully. A typical way to obtain the knowledge, skills, and abilities would be:

- High School diploma or G.E.D., supplemented by courses in office procedures and clerical responsibilities.
- Prior administrative assistant experience or five years progressively responsible experience in clerical and office administration.

Administrative Assistant II

Education and experience listed under Administrative Assistant I; with the following additions:

- Five (5) years of advanced administrative support experience, including research, collection, and analysis of service and/or technical data.
- Experience with work-flow processes and proven ability to create, track, and close-out activities/contracts/projects.
- Experience in professional business writing skills including grammar, punctuation, and proofreading.
- Government sector experience preferred.

CERTIFICATIONS/LICENSES:

- A valid Washington State Driver's License.

Benefits Include:

- Paid Medical, Vision, and Dental for you and your dependent(s)
- Paid Life, AD&D, and Long-Term Disability Insurance
- Voluntary insurance
- Washington State Retirement Plan
- Deferred Compensation Plan 457
- Health Reimbursement Account (HRA/VEBA)
- Continuing education and tuition reimbursement
- Employee assistance program
- 11 paid holidays
- 2 paid floating holidays per year (pro-rated based on date of hire)
- 12 days of paid vacation, increases with longevity
- 8 hours per calendar month of sick leave
- Up to 10 days of jury duty pay
- 3 days paid bereavement leave for a death in the immediate family