***KING COUNTY ADMINISTRATIVE PROFESSIONALS SEMI-ANNUAL EMPLOYEE RECOGNITION***

CAREER SUPPORT SERVICES

*“EMPOWERMENT*

*THROUGH CHOICE”*

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**Our Vision**

*Discovering values and interests to support professional development.*

***Our Mission***

*Support employees in realizing their career aspirations by providing personal coaching,,, group training, and self-directed tools and resources.*

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**Guiding Principles**

* *Customer focused*
* *Ethical*
* *Inclusive*
* *Innovative*
* *Knowledgeable*
* *Strategic*

**Help us recognize an administrative professional that you believe embodies the attributes of excellence and innovation by submitting your nomination today. Any King County employee may nominate an administrative professional based on the following criteria. All nominations will be reviewed and selections determined by the King County Administrative Professional Advisory Committee.**

1. ***Eligibility*** – Eligible employees include Administrative Professionals, e.g. Administrative Specialists, Administrative Office Assistants, Customer Service Specialists, Dental Assistants, Medical Assistants, etc. A complete list of eligible classifications follows the nomination form.

2. ***Nominations*** – Complete the nomination form (on the reverse) and address how the nominee meets some or all of the following criteria:

* Offers innovative ideas for improving services or

increasing efficiencies

* Delivers exceptional customer service
* Demonstrates outstanding reliability and dependability
* Demonstrates excellence in their work
* Goes above and beyond the call of duty

***KING COUNTY ADMINISTRATIVE PROFESSIONALS RECOGNITION***

***NOMINATION FORM***

Name of Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nomination Submitted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state your reasons for recognizing this employee. Include in your description how the nominee meets one or a combination of the following criteria that will be used to evaluate the nominations. Please feel free to attach additional information to this form.

* Offers innovative ideas for improving services or increasing efficiencies
* Delivers exceptional customer service
* Demonstrates outstanding reliability and dependability
* Demonstrates excellence in their work
* Goes above and beyond the call of duty

REASONS FOR NOMINATION:

**Please email the completed form to** **administrativeprofessionals@kingcounty.gov**

*Administrative Professionals Eligible Classifications*

|  |  |
| --- | --- |
| Administrative and Payroll Data Entry Clerk | Administrative Office Assistant |
| Administrative Secretary | Administrative Service Technician |
| Administrative Services Assistant | Administrative Specialist I, II, III, IV |
| Administrative Staff Assistant | Calendar/Staffing Specialist |
| Clerk I, II | Clerk Typist II |
| Committee Assistant | Confidential Secretary I, II |
| Customer Service Specialist I, II, III, IV | Customer Services Coordinator |
| Customer Services Coordinator - Assistant | Customer Services Coordinator - Lead |
| Division Secretary | Executive Secretary/Assistant I |
| Executive Specialist | Fiscal Specialists I, II, III, IV |
| Intermediate Clerk | Legislative Secretary II |
| Office Aide | Office Coordinator  |
| Office Technician II | Payroll Administrator |
| Receptionist - Coordinator | Receptionist  |
| Transit Administrative Support Specialist I, II, III | Transit Customer Information Specialist |
| Transit Customer Information Specialist - Senior | Transit Customer Service Specialist |

**If you have questions about other administrative classifications which may not be listed above, please email** **administrativeprofessionals@kingcounty.gov**

**We appreciate you taking the time to complete this nomination form and recognize outstanding administrative professionals in King County.**