



KING COUNTY ESSENTIAL FUNCTIONS FORM

4201100

ADMINISTRATIVE SPECIALIST I (MAIL CLERK)

Job Summary

The responsibilities of this classification include providing a broad mix of general clerical support in a non-entry level capacity. The work includes providing reception duties, maintaining records, scheduling meetings and typing and/or word-processing documents.

Distinguishing Characteristics

This is the second level of a five-level classification series. The Administrative Specialist I differs from other levels in this classification series in that the emphasis of work involves performing general office support tasks under direct supervision following established guidelines and specific instructions. This classification is distinguished from the Accounting and Financial Support, Customer Service Support and Data Processing and Typing classifications in that the primary focus is in general office support.

Essential Duties (These duties are representative and may vary by position.)

1. Provide information derived from established policies, procedures and other relevant sources to internal and/or external customers; maintain security and confidentiality.
2. Answer telephones; screen calls, respond to inquiries. May deal with potentially volatile situations.
3. Sort and distribute incoming and process outgoing mail.
4. Locate inmate mail for housing locations with computer terminal.
5. Open, search, and date stamp incoming mail.
6. Receive, label, log, file and retrieve data.
7. Fill out and maintain records of incoming personal inmate items. Distribute these to inmates or property.
8. Inventory, order, collect and distribute supplies and/or equipment.
9. Push heavy cart to other areas of the jail and outer buildings.
10. Lift heavy boxes/flats of incoming mail.
11. Proofread and verify own work.
12. Assist or orient co-workers, as assigned.
13. Identify priority and time-sensitive materials.

Knowledge/Skills (These are entry requirements and may vary by position.)

Knowledge of general office principles and practices.

Knowledge of the operation of standard office equipment that may include, personal computer, mainframe terminal, stamp machine, electric letter opener, copier, fax machines and multi-line telephone.

Knowledge of software applications relative to the position assignment.

Knowledge of appropriate physical standards for computer work, including appropriate seating and arm and/or wrist positioning.

Knowledge of basic accounting and mathematics.

Knowledge of conflict resolution techniques.

Knowledge of proper English grammar, usage and spelling.

Keyboarding skills (speed required may vary according to position assignment).

Word processing skills (knowledge of software programs varies according to position assignment).

Oral and written communications skills.

Interpersonal and human relations skills.

Organizational skills.

Problem-solving skills.

Customer service skills — in person and via telephone (discretion, patience, etiquette, professionalism).

Skill in following oral and written instructions.

Skill in prioritizing work load and adapting to changes in work load demand.

Skill in providing limited training.

Skills in maintaining confidentiality of sensitive matters.

Skill in following through on assignments as directed.

Initiative and accountability skills for work product or service.

Licensing/Certification Requirements

Washington State Driver's License (some positions).

U.S. citizenship (positions within the King County Department of Public Safety).

Pass polygraph test (some positions).

Pass background check (some positions).

JOB TITLE: **ADMINISTRATIVE SPECIALIST I**
EMPLOYEE:

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Check all that apply:

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours.
- ☐ The employee is released to perform the described duties on a reduced schedule. The recommended schedule is: _____
- ☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is released to perform the described job with the following modifications: _____
- ☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is not released to perform the described duties due to the following job functions: _____
- ☐ Temporary until _____ ☐ Permanent effective _____
- ☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date

PLEASE FAX ANY RETURN TO WORK RELEASE OR RESTRICTION INFORMATION TO: Paula R. Seeger, CDMS, CCM, Disability Services Specialist, King County, Department of Adult and Juvenile Detention, fax # 206-205-5666. Phone contact can be made at 206-205-9517. Thank you!