



JOB # **18-2009**

|  |   |                     |   |                        |                               |
|--|---|---------------------|---|------------------------|-------------------------------|
| Department                                 | <u>Human Service Department</u>         | Number of Positions | <u>1</u>                                | Wage                   | <u>\$17.02</u>                |
| Job Title                                  | <u>Administrative Support Assistant</u> | Location            | <u>South King County Office, Renton</u> |                        |                               |
| Start Date                                 | <u>11/09</u>                            | End Date            | <u>6/2010</u>                           | Work Scheduled Between | <u>8</u> AM/PM <u>5</u> AM/PM |
| Minimum                                    | <u>15</u> Hours/Week                    | and Maximum         | <u>19</u> Hours/Week                    | Summer Schedule        | <u>40</u> Hours/Week          |
| Special Work Scheduling Requirements _____ |   |                     |   |                        |                               |

**SUMMARY OF WORK TO BE PERFORMED:** Aging & Disability Services Division, Case Management Program  
Sort, reorganize, file, retrieve, and copy client files.  
Copy miscellaneous documents and forms as needed.  
Back-up receptionist.  
Restock printers and copiers with paper.

**DUTIES STATEMENT:**

|                 |    |   |
|-----------------|----|---|
| % of time<br>80 | 1) | Sort, reorganize, file, retrieve, and copy client files.            |
| 10              | 2) | Assist with scanning of documents for client files.                 |
| 2               | 3) | Copy forms and various documents.                                   |
| 7               | 4) | Back-up receptionist.   |
| 1               | 5) | Fill all copiers and printers with paper. Restock supply as needed. |

**EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:**  
Ability to enhance organizational and communication skills.  
Student will become familiar with both city and department policy.  
Student will also increase clerical/technical skills.

**MINIMUM QUALIFICATIONS:** Work study eligibility (proof required). 6 months administrative/office experience.

**DESIRED QUALIFICATIONS:**  
Excellent communication and customer service skills and ability to work within diverse environment.  
Ability to work independently and collaboratively as part of a team.  
Familiarity using PCs and Windows-based software including Word, Excel.

**DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:**  
N/A

**EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:**  
General Supervision  
Student will work closely with Administrative Supervisor and Administrative Support staff. Thorough directions and feedback will be given with each task and/or assignment.

**Application Instructions:**

Send your resume **AND** your school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) to [cwp@seattle.gov](mailto:cwp@seattle.gov) or fax to 206-684-5809. **\*\*Include the position title, job # (18-2009), department, and your e-mail address. Please do not apply until you have a 2009-10 work study referral/authorization form from your college/university.**  
**Positions are open until filled so apply as soon as you receive your work study form.**  
**We only hire students with WA State work study funding.**