

Position Title	Administrative Specialist-Agency Services Clerk	Approved
Reports to:	Superintendent	09/14/2026
Salary:	Per Schedule	Effective
Benefits:	Competitive-Health/Dental/Vision, Paid Leave, Pension (PERS)	01/01/2027
FLSA Status:	Non-Exempt	

PURPOSE AND SUMMARY

Under the direction of the Superintendent, the Agency Services Clerk performs a variety of administrative, human resources, records management and employee/public support functions for the District. The position helps ensure the accuracy, integrity, and compliance of the District's administrative operations in accordance with applicable laws, regulations, policies, and accepted administrative practices.

ESSENTIAL JOB FUNCTIONS

The following essential job functions fall within the scope of the Agency Services Clerk responsibilities, with adjustments made as needed to align with the specific needs of the District. Essential duties include, but are not limited to:

- Organizes, schedules and attends public meetings for the District, including agenda preparation, meeting packet assembly, minutes and associated board action items; ensuring compliance with statutory requirements, District policy and guidelines
- Prepares and disseminates meeting materials, legal notices, contracts, agreements, solicitations and other documents necessary to facilitate administrative and operational programs
- Assists with or performs employee onboarding activities, including preparation of employment documents, facilitating pre-employment requirements, orientation processes, benefit enrollment, and assisting employees with benefit and payroll related questions
- Coordinates and produces administrative level public information and District outreach on websites, social media platforms and through written dissemination methods
- Provides direct administrative support to District leadership by coordinating meetings or program logistics, correspondence and follow-up related to District functions.
- Coordinates support activities related to various District programs, including public education, interagency contracts, and community outreach programs
- Coordinates management, retention and archiving documents related to District business, including resolutions, ordinances, contracts, human resources, personnel files, training, certification records, and similar
- Assist District leadership with research, special projects, policy and procedure development
- Assist with annual audits and compliance reviews

SUPPLEMENTAL JOB FUNCTIONS

The following supplemental job functions fall within the scope of the Agency Services Clerk duties:

- Fills in to perform, audit and provide backup support for the Finance Clerk position and duties
- May serve as representative to the District at various meetings and events
- Other duties as assigned

KNOWLEDGE, SKILL & ABILITIES

Possess and apply the following knowledge, skills or abilities as a part of your essential job functions, including but not limited to:

Working Knowledge Of:

- Administrative practices and procedures, business correspondence, record keeping, employment practices, accounting practices, bookkeeping standards, forms and processes
- Local and state government regulations and processes to facilitate compliance within the scope of work for this position;
- Standard office software to include Microsoft and Google suites, Zoom, Adobe and similar

Ability To:

- Read, understand and carry out processes based on leadership guidance, regulatory requirements, policy and administrative guidelines established by the District
- Establish and maintain professional working relationships with District personnel, partner agencies, elected officials and community members
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to work in a fast-paced environment, deal with rapid changes in deadlines and events, remain calm in stressful and emergency situations

Soft Skills:

Success within this position relies on the following soft skills, interests and experience:

SOFT SKILLS

- Exceptional attention to detail
- Strong organizational traits and time-management
- Strong communication skills
- Accountability
- High degree of integrity, discretion, and confidentiality
- Teamwork
- Professionalism and customer service

INTERESTS

- Passion for organizing information, records, schedules and documentation
- Learning and applying policy, procedures, laws and regulations
- Working collaboratively with employees, volunteers and elected officials
- Improving efficiency
- Improving, building transparency
- Contributing to the mission of emergency services, public service organizations

PREFERRED EDUCATION, CERTIFICATIONS, EXPERIENCE

EDUCATION, CERTIFICATIONS

- High School Diploma or General Education Degree
- Associates Degree in Business Administration
- Accredited Administrative Professional Certificate
- Notary Public

EXPERIENCE

- 3 + years serving in an administrative position for government services/agency, ~ or ~
- 5 years serving in a direct services administrative position with a private industry

****Experience may be considered in lieu of education requirements****

WORKING CONDITIONS

Work is performed primarily in a busy office environment subject to frequent interruptions and emergency medical incidents. Work may require frequent attendance at department meetings at varied times and locations; requires some weekend, holiday, and evening work. Employees may be subject to unanticipated emergency work schedules.

Work may be performed at various locations throughout Skamania County, within offices at partner agencies or remote workstations; requiring travel by personal vehicle. Work requires lifting, carrying, moving or adjusting boxes, files and other items ≤ 50 pounds; walking, moving or ambulating across work areas, within workstations; standing or sitting for prolonged periods of time.

DISCLAIMER

The information provided herein outlines the general responsibilities, required knowledge and skills, and scope of this position. However, it is not intended to be an exhaustive list of all duties. Employees may be required to perform additional tasks, including assignments in other functional areas, to accommodate absences, manage peak work periods, or balance workloads as needed. In compliance with RCW 49.44.090 and all applicable federal and state regulations, Skamania County Hospital District is committed to a policy of non-discrimination and equal opportunity. We do not discriminate based on race, color, religion, sex, age, national origin, marital status, sexual orientation, or physical/mental disability.