



AUDITOR

Department: Auditor's Office
Job Class #: 000500
Pay Range: Elected – Auditor

FLSA: Exempt
Represented: N/A

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is one of eleven individually elected County officials in Pierce County. Pierce County Ordinances give the Auditor authority to direct the Elections, Licensing, Recording, and Animal Services in the Auditor's Office.

ESSENTIAL FUNCTIONS:

- Swear to support the Constitution and Laws of the United States, the Constitution and Laws of the State of Washington, and the Charter and Ordinances of Pierce County.
- Perform the duties of the Office of Pierce County Auditor as prescribed by law.
- Direct the activities in the Elections, Licensing, Recording, and Animal Services.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

OTHER JOB FUNCTIONS:

- Performs other related job functions as necessary.

SUPERVISION RECEIVED AND EXERCISED: Work is performed with considerable latitude for independent action and judgment. Under the Pierce County Charter, the Auditor's Office is an Executive Department.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an encountered while performing the essential functions of the position. The Auditor works in an office environment on a daily basis. Travel to various work sites and/or meeting locations are required. Extended periods of concentration and sedentary work are required. Work may be subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met to successfully perform the essential functions of the position. Frequent finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. There is some walking, sitting, bending/stooping, some pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular the work site is required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- The knowledge, skill, and abilities necessary for the position, as determined by the voters at the time of the election.
- Principles and practices of public administration, organization, personnel management and modern supervisory practices.

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Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.

MINIMUM REQUIREMENTS TO APPLY:

- Citizen of the United States
- Resident and registered voter of Pierce County.