

AP-CS Position Description Details

Choose an item.

Employee Type	Civil Service ☐	Administrative Professional ☐
University Title Administrative Professional Classification Benchmarks Civil Service Classification Benchmarks		
Working Title		
Title Class Code		
Position Number		
Department	ANR ☐	EFNEP ☐
	CED ☐	SNAP-Ed ☐
	4-H ☐	Y & F ☐
Hiring Unit		
Work Location		
Position Supervisor		
Position Supervisory Org Number (WD)		
Position in a Bargaining Unit		
Appointment Status	Temporary ☐	Permanent ☐
Appointment FTE %		
Position Term in Months		
Salary Requested AP Compensation Ranges CS Compensation Ranges		
FLSA Status	Overtime Eligible ☐	Ineligible ☐
FLSA Exemption Criteria		
Access Requirement (select all that apply)	☐ Financial Data ☐ Cash Handling ☐ Personnel Data ☐ Student Data ☐ Unsupervised access with developmentally disabled, vulnerable adults, or children under the age of 16	
Other Access Requirements	☐ Business Asset Tracking Specialist ☐ Customer Billing Specialist ☐ Expense Data Entry Specialist ☐ Financials Data View Only ☐ Internal Service Delivery Data Entry Specialist ☐ Procurement Card Data Entry Specialist	
List specific PII position must access. (Include supervisory organization number(s).)	Timekeeper	

Job Duties

Summary of Duties	
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Please list the job duties assigned to the position in order of importance. Provide an estimated percentage of time given to each function. The total percentage must add up to 100% (regardless of part-time status). *A minimum of 1 entry is required. [Civil Service Sample Job Duties](#)

[illegible]

Supervisory/Lead Responsibilities

Lead Definition: An employee who performs the same or similar duties as other employees in their work group and has the designated responsibility to regularly assign, instruct, and check the work of those employees on an ongoing basis.

Supervisor Definition: A supervisor has the authority to recommend hiring of staff, establish job performance standards, evaluate job performance, and take corrective action if performance is not acceptable. Supervisors are also responsible for training, assigning and scheduling work, and acting upon leave requests.

Does this position LEAD the work of others?	☐ Yes or ☐ No
Type of employees led	Staff ☐ Admin Professional ☐ Student/Hourly ☐ Other ☐
Does the combined FTE of all positions lead equal at least 100%?	☐ Yes or ☐ No
Does this position SUPERVISE the work of others?	☐ Yes or ☐ No
Does this position supervise one or more full time equivalent (FTE) positions?	☐ Yes or ☐ No
Type of employees supervised	Staff ☐ Admin Professional ☐ Student/Hourly ☐ Other ☐

Position Qualifications

Required Qualifications

This is dependent on the Title of the position. Automatically filled in, cannot be edited.

Additional Requirements

Click all that may apply and/or add own text in text box.

Add own text here

- ☐ Valid driver's license and ability to travel within targeted counties.
- ☐ While using a private or WSU-owned vehicle for official business, must have current automobile liability insurance (meeting the requirements described in RCW 46.30.020 and RCW 46.29.090).
- ☐ Ability to work a flexible, yet structured schedule with occasional night and weekend shifts to meet the needs of program partners and grant requirements.
- ☐ Employment is contingent upon passing a background screening.

Preferred Qualifications

Please add preferred qualifications by checking boxes and/or add own text in text box. Below are examples.

Add own text here

- ☐ Demonstrated ability to communicate and interact effectively, with persons of varying levels of responsibility and experience, both orally and in writing.
- ☐ Demonstrated knowledge of Microsoft Office Excel and Workday.
- ☐ Knowledge of WSU Business Policies and Procedures in the areas of personnel, finance, and administration.
- ☐ Experience in higher education, local or state agency, or equivalent.

Essential Work Competencies

The essential work competencies are the knowledge, skills, abilities, mental requirements, physical requirements, and working conditions related to the duties and responsibilities identified as essential functions of the position. **Please add Essential Work Competencies. Below are examples. Click all that apply or add your own text.**

Knowledge, Skills, Abilities or Competencies

Add own text here

- ☐ Ability and desire to provide friendly and flexible customer service services that resolve concerns in a timely fashion in accordance with the appropriate processes and procedures.
- ☐ Ability to effectively represent the supervisor in his/her absence as required.
- ☐ Ability to effectively manage the activities of the office, complete assigned tasks and meet deadlines without direct supervision, and identify situations that require the supervisor's attention.
- ☐ Broad working knowledge and the ability to interpret, communicate, reinforce, and adhere to policies and procedures of a complex land grant university.
- ☐ Knowledge of the basic principles and practices and WSU policies associated with personnel management and supervision, and the skills and ability to supervise, delegate, and review the work of others.
- ☐ Knowledge, understanding, and appreciation of the benefits of a diverse workplace and willingness to take actions to enhance the diversity of WSU.
- ☐ Ability and desire to provide friendly customer service, interact appropriately with diverse colleagues in a positive and professional manner, and maintain effective and cooperative working relationships.
- ☐ Ability to communicate effectively, both orally and in writing.
- ☐ Ability to exercise tact, independent judgment, and responsible decision-making to resolve issues in a timely fashion in accordance with the appropriate processes and procedures.
- ☐ Ability to apply strong organizational skills and attention to detail in the routine performance of duties, to plan ahead for both routine and non-routine work demands, prioritize demands and projects, and produce assignments to meet deadlines.

- ☐ Ability to observe processes and procedures, recognize areas for improvement, visualize future needs, make positive, constructive recommendations and formulate problem solving strategies to achieve positive results.
- ☐ Skill in carrying out clearly defined procedures, evaluating and modifying, if necessary .
- ☐ Ability, willingness, and tolerance to work effectively and efficiently in an ever-changing, high-stress, and fast-paced environment.
- ☐ Ability to work as part of an integral team.
- ☐ Ability to merge information from many sources to compose correspondence, minutes, presentations, and reports.
- ☐ Ability to proofread, edit, and format agendas, correspondence, minutes, presentations, and reports.
- ☐ Ability to prioritize and coordinate schedules and make travel itineraries and arrangements.
- ☐ Ability to plan, schedule, coordinate, and organize meetings, retreats, and special events.
- ☐ Represent WSU Extension in a professional manner and contribute constructively to the mission of WSU Extension.
- ☐ Ability to maintain effective filing systems for efficient retrieval of pertinent information.
- ☐ Ability to use common office equipment, i.e., printer/scanner, copy machine, videoconferencing unit, and other small office equipment.
- ☐ Skills using the MS Office Suite (Excel, Outlook, PowerPoint, SharePoint, and Word); Workday, Adobe Acrobat, and WordPress; and the ability to adapt to new technologies and techniques.

Mental Requirements

<i>Add own text here</i>

- ☐ Ability to exercise independent, good judgment and responsible decision making, consider alternative and diverse perspectives, and reason logically.
- ☐ Ability to remember names and affiliations, interact with people in a friendly and helpful manner; maintain professionalism, confidentiality, and discretion; and practice fair and equitable treatment.
- ☐ Ability to recall, analyze, organize, and prioritize information.
- ☐ Ability to understand, remember, and follow verbal and written instructions.
- ☐ Ability to communicate clearly both orally and in writing.
- ☐ Ability to function capably under pressure, meet deadlines, and provide high quality service in a fast-paced environment with frequent interruptions, changes in plans, and short timelines.
- ☐ Ability to follow directions, problem solve, and pay attention to detail.
- ☐ Ability to apply knowledge, use good judgment, reason logically and make sound decisions.
- ☐ Ability to perform under pressure or stress to meet deadlines.

Physical Requirements

Indicate the physical demands of the position. The requirements selected must be related to the duties and responsibilities identified as essential functions.

Occasionally = occurs less than 33% of hours worked

Frequently = occurs 33% - 66% of hours worked

Continuous = occurs more than 66% of hours worked

Specify the amount the position will be required to LIFT/CARRY frequently		☐ NA ☐ Up to 10 lbs ☐ Up to 20 lbs ☐ Up to 50 lbs ☐ Over 50 lbs
Specify the amount the position will be required to PULL/PUSH frequently		☐ NA ☐ Up to 10 lbs ☐ Up to 20 lbs ☐ Up to 50 lbs ☐ Over 50 lbs
Bend	☐ Occas. ☐ Freq. ☐ Contin. ☐ N/A	
Twist	☐ Occas. ☐ Freq. ☐ Contin. ☐ N/A	
Squat	☐ Occas. ☐ Freq. ☐ Contin. ☐ N/A	
Climb	☐ Occas. ☐ Freq. ☐ Contin. ☐ N/A	
Kneel/Crawl	☐ Occas. ☐ Freq. ☐ Contin. ☐ N/A	
Reach/Reach Overhead	☐ Occas. ☐ Freq. ☐ Contin. ☐ N/A	
Finger Dexterity/Fine Manipulation	☐ Occas. ☐ Freq. ☐ Contin. ☐ N/A	
Sit	☐ Occas. ☐ Freq. ☐ Contin. ☐ N/A	
Drive	☐ Occas. ☐ Freq. ☐ Contin. ☐ N/A	

Position Documents: Organizational Chart

