



Administrative Specialist (9903)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 10

Safety-Sensitive: No

Purpose

The purpose of this classification is to provide specialized administrative and clerical support for a department or large division.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Distinguishing Characteristics:

This is the second level in the Administrative Support series. Daily work functions in this classification are specialized in nature and more limited in scope. Work requires knowledge of departmental operations and procedures but can be learned by a modest amount of time in the job.

Typical Duties

Provides administrative and secretarial support for management and/or staff of assigned department/division: relieves management and staff of routine administrative tasks; screens telephone calls, mail, e-mail, and other communications and initiates appropriate action/response; records and transcribes dictation; types, composes, edits, or proofreads various documentation; maintains calendars and schedules meetings, appointments, interviews, or other activities; and coordinates travel arrangements, accommodations, conference registrations, or related plans for department staff.

Serves as liaison between the assigned department and other departments/divisions, staff members, County officials, the public, community leaders, outside agencies, or other individuals or organizations for the distribution and receipt of routine information: interacts with various officials and dignitaries involving sensitive client relations; conveys information among division/department personnel; and circulates documentation to appropriate departments.

Serves as departmental human resources liaison: prepares new employee paperwork; processes documentation pertaining to personnel/payroll functions; reviews timesheets for accuracy and researches discrepancies; tracks accrued and used sick leave and vacation time; enters payroll data into computer for payment; prepares personnel change forms; and maintains attendance records, confidential personnel/payroll files, employee rosters, certifications, background checks, and related records.

Processes documentation pertaining to budget or general financial management: reviews invoices for accuracy, matches with purchase orders; enters budget data into computer; assists with budget preparation; provides budgetary input and assists in forecasting revenues/expenditures; enters daily revenue into computer and generates revenue reports; reviews monthly budget analysis reports; monitors expenditures to ensure compliance with approved budget; processes budget transfers as needed; reconciles payable records with Finance Department records prepares bank deposits;

coordinates internal accounting activities; maintains current balances for accounts; and maintains departmental petty cash funds.

Processes purchasing documentation: reviews purchase requisitions and verifies availability of budgeted funds; prepares purchase orders and forwards data to appropriate departments; obtains competitive price quotes; orders materials under blanket purchase orders.; reviews invoices, purchase orders, or other documents for accuracy; researches discrepancies, assigns proper accounting/budgetary codes, obtains proper signatures, and forwards for payment; and maintains files and records.

Receives and sorts incoming documentation and materials: distributes/delivers incoming faxes, subpoenas, mail, or other documentation to appropriate personnel; sorts, organizes, opens, and/or distributes incoming mail; signs for incoming packages and delivers to appropriate personnel; processes outgoing mail; and copies and distributes forms, reports, correspondence, schedules, agendas, or other documentation.

Performs customer service functions in person, by telephone, and by mail: provides information/assistance regarding department/division services, procedures, fees, or other issues; responds to routine questions or complaints; researches problems/complaints and initiates problem resolution; receives payments for various fees, fines, or services; records transactions, posts payments, and issues receipts; balances cash drawers; and prepares revenues for deposit and forwards as appropriate.

Processes a variety of documentation associated with department operations within designated timeframes and per established procedures: receives, reviews, records, types, and/or distributes documentation; enters data into computer systems; logs, tracks, or maintains records regarding department activities; compiles data for further processing or for use in preparation of department reports; and files, maintains, and stores hardcopy records.

Performs data entry functions by keying data into computer system; enters, retrieves, reviews or modifies data in computer database; scans documents into computer; verifies accuracy of entered data and makes corrections; indexes documents; and develops databases and computerized reports.

Serves as receptionist: greets visitors, citizens, and staff; answers phone and assists callers; determines nature of the caller's business and responds accordingly; takes messages or directs call to appropriate person or department; retrieves and sorts mail.

Manages equipment and supplies: ensures operation of equipment by completing preventive maintenance requirements and placing calls for repairs; maintains equipment inventories; orders supplies as needed; processes work orders; receives requests for bids.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by two years of experience in providing administrative or clerical support; experience in area of assignment preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Requires mild differentiating in recognizing and identifying similarities or differences in colors, forms, sounds, textures and/or physical appearances associated with objects, materials, ingredients, and people. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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