



Administrative Specialist

SALARY GRADE(S): 09, 11, 13

PURPOSE OF POSITION: To assist supervisor and/or department with a wide spectrum of clerical functions with a high degree of accuracy and neatness.

ESSENTIAL FUNCTIONS:

- Transcribes minutes of meetings and hearings.
- Develops final copy of a wide variety of correspondence and memoranda.
- Establishes and maintains cross-reference files and establishes file categories.
- Screens visitors, telephone calls and incoming mail, personally answering those inquiries that in the employee's judgment do not require the supervisor's attention.
- Makes appointments for the supervisor and reminds him/her of appointment or other matters that should be called to his/her attention; may manage calendar of supervisor.
- Prepares requisitions, vouchers, budget forms and other data.
- Handles confidential and other sensitive data.
- Acts as purchasing clerk for the department to which assigned.
- Types accounting and budgetary reports; special reports; letters and other material.
- Maintains a system of files and records for department's use.
- Assembles and gathers data.
- Types and compiles special reports.
- Edits correspondence for grammatical correctness and punctuation.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

JOB BASED COMPETENCIES:

- Working knowledge of modern office procedures, practices, and equipment.
- Knowledge of general office computer skills.
- Knowledge of English, arithmetic, and spelling.
- Knowledge of the operations of City government including city-wide computer programs (i.e. FMS, STEP, etc.).
- Ability to develop final copy for signature by the appropriate and respective supervisory personnel, utilizing either automated office equipment or transcription skills as required by the respective supervisor.
- Ability to follow complex oral and written directions.
- Ability to maintain complex clerical records and prepare reports from such records.
- Knowledge of basic cash handling and bookkeeping principles and procedures.
- Ability to establish and maintain effective working relationships with City officials, coworkers and the general public.
- Must have a high degree of clerical aptitude.
- Knowledge of the organization, procedures and divisions.

PUBLIC CONTACT: Considerable public contact; may act as representative of supervisor or Department Head.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.

SUPERVISION EXERCISED: Usually none. Supervision may be exercised over subordinate clerical personnel or the preparation and completion of various projects as delegated.

PHYSICAL REQUIREMENTS: This is primarily office work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, date entry, and word processing equipment is required.

MINIMUM QUALIFICATIONS:

<p>Administrative Specialist I Job Code: 01.04 Salary Grade: 09 FLSA Status: Non-Exempt Union: May depend upon position.</p>	<ul style="list-style-type: none">• High School or GED.• One (1) year of general office experience utilizing secretarial and computer-related skills; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.• Ability to type at the rate of 40 words per minute is required.
<p>Administrative Specialist II Job Code: 01.03 Salary Grade: 11 FLSA Status: Non-Exempt Union: May depend upon position.</p>	<ul style="list-style-type: none">• High School or GED.• Two (2) years of general office experience utilizing secretarial and computer-related skills; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.• Ability to type at the rate of 40 words per minute is required.
<p>Administrative Specialist III Job Code: 01.02 Salary Grade: 13 FLSA Status: Non-Exempt Union: May depend upon position.</p>	<ul style="list-style-type: none">• High School or GED.• Three (3) years of general office experience utilizing secretarial and computer-related skills; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.• Ability to type at the rate of 40 words per minute is required.

TRAINING REQUIREMENTS: ICS 100 and IS 700