

ADMINISTRATIVE SPECIALIST

General Definition of Work:

Performs intermediate skilled administrative support work performing a variety of office assistance tasks; does related work as required. Work is performed under regular supervision.

Essential Functions/Typical Tasks:

Serving as receptionist; answering telephone and greeting visitors; preparing, maintaining and receiving records and files; typing, word processing and data processing duties. May complete FMLA forms and deliver to department employees.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Types general correspondence, memorandum, reports, schedules, minutes and other materials from rough draft, copy, marginal notes or verbal instruction.
- Checks and reviews a variety of data for accuracy, completeness and conformance to established standards and procedures.
- Receives visitors and refers to proper authority for disposition; schedules appointments, conference room use and reservations; coordinates monthly meeting arrangements.
- Answers routine questions concerning activities, programs, policies, procedures and rules governing department or activity; receives and processes service requests.
- Enters a variety of data into computer system; receives and processes reports.
- May prepare personnel status reports for HR processing.
- Answers telephone; provides routine information to caller; refers complex questions to proper person or agency.
- Receives, opens and date-stamps incoming mail; sorts and delivers mail to proper person or agency.
- Verifies accuracy of departmental time sheets.
- Collects and prepares data for records and reports.
- Maintains records and files and generates routine reports.
- Makes arithmetical calculations; requisitions supplies and materials for department.
- Receives, receipts and records incoming funds; makes bank deposits.
- Operates standard office, computer equipment.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

General knowledge of standard office practices, procedures, equipment and secretarial techniques; general knowledge of business English, spelling and arithmetic; general knowledge of department programs and policies; ability to type and transcribe dictation accurately at a reasonable rate of speed; ability to make arithmetical calculations; ability to operate standard office, computer equipment; ability to establish and maintain effective working relationships with associates and the general public; ability to follow oral and written instructions.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school including or supplemented by courses in secretarial science and some office assistance experience.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

Special Requirements:

May require possession of an appropriate driver's license valid in the State of North Carolina.

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