



<b>WORKING TITLE:</b> ADMINISTRATIVE OFFICE SPECIALIST	<b>CLASSIFICATION:</b> ADMINISTRATIVE OFFICE SPECIALIST
<b>DEPARTMENT:</b> ADMINISTRATIVE	<b>DIVISION:</b> VARIES
<b>PAY RANGE:</b> NBYCM 14	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JUNE 2013

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Provides office direction and coordination and administrative assistance. Directs administrative support workflow of a county department, coordinates activities of subordinates, reviews workflow, recommends and prepares procedures to increase productivity; interprets and applies laws, ordinances, and regulations concerning department programs. Participates in department work to ensure that deadlines are met. The primary responsibility of the position is to ensure work is accomplished by others in the department in an effective and efficient manner; OR

Provides a variety of administrative assistance of a non-secretarial and non-clerical nature related to a variety of high-level program and policy areas. Work may include administrative assistance of a secretarial nature in highly sensitive, confidential, or critical program areas for an elected or appointed official. Positions in this class are distinguished from lower level classes by their supervising duties and by involvement with the department head in administrative work. Duties performed may vary depending upon the work cycle of the particular department.

***SUPERVISION RECEIVED:***

Work is performed with considerable independent judgment under supervision of an elected or appointed official and is evaluated for effective and efficient operation of the department and quality of service provided to the public

***SUPERVISION EXERCISED:***

Supervises, directs and coordinates work of subordinate secretarial, clerical, data or word processing and technical support staff.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Supervises and coordinates activities of subordinates.
- Assigns work to subordinates.
- Trains subordinates in job functions and office procedures.
- Responds to and resolves questions of subordinates.
- Participates in performance evaluation of subordinates relative to program achievements.

- Participates in work of the department; analyzes laws, ordinances, and regulations affecting program areas and recommends changes in procedures to improve operations and meet requirements.
- Prepares reports concerning department programs and activities.
- Provides a variety of administrative assistance to policy-making officials, analyzes administrative concerns, recommends and implements alternative policies, procedures, and courses of action.
- Prepares or directs others in preparation of documents or information materials.
- Follows up on decisions of superiors by ensuring decisions are carried out effectively and efficiently.
- Modifies changes, adds, or deletes details to decisions, policies, procedures, schedules, etc., for superiors, as authorized.
- Advises superiors on problems relating to decision implementation and, as needed, requests direction for the most appropriate course of action.
- Makes recommendations concerning administration and revision of various systems such as personnel, procurement, and recordkeeping.
- Participates in preparation and administration of a department budget.
- Prepares correspondence, reports, and documents for department head.
- Performs all or most of the data or word processing and computer tasks of lower level office specialist classes.
- Supervises data\word processing section within a department

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Department policies and procedures as required by the position.
- Functions of county government, the department assigned, and inter-relationships between departments.
- Modern supervisory principles and practices.

#### **SKILL IN:**

- Organizing materials and documents.
- Developing and maintaining professional relationships.
- Communicating orally and in writing, including demonstrated skill in reading and interpreting documents, writing reports, and speaking effectively to individuals and groups.
- Basic Mathematics, sufficient to perform simple calculations.
- Interpreting data, e.g., charts, graphs, ratios and percentages.
- Adapting to change.

#### **ABILITY TO:**

- Direct and coordinate work of subordinates in an effective and efficient manner. Analyze documents, summarize details and intent, and prepare reports.
- Effectively and efficiently carry out policies of the department.
- Deal with the public, co-workers, elected and appointed county officials in a helpful, pleasant, and courteous manner.

- Establish and maintain effective working and problem-solving relationships with supervisors, department employees, other employees, and the public.
- Effectively deal with persons in difficult and stressful situations.
- Operate in the Microsoft Windows environment inclusive of using Word, Excel, Outlook and Publisher.
- Collect data and create documents to support data findings.
- Manage multiple priorities and work accurately and independently in a fast-paced environment with limited supervision.
- Handle variation in work load and subject matter.
- Operate and succeed within a team.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Three years' experience at a level equivalent to senior office specialist. College level course work or training in public administration or an area related to the position may substitute for up to one year of experience. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs*

*and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*