

Code: 1168

Title: ADMINISTRATIVE SUPPORT SPECIALIST - SENIOR

SUMMARY: Provides complex paraprofessional administrative support to a department or specialized program and is distinguished from Administrative Support Specialist by performing more complex work with a greater degree of autonomy and, depending upon area of assignment, exercising supervision of staff. This is also distinguished from Administrative Specialist which performs professional-level administrative services, requiring the application of theoretical knowledge and expertise to specialized areas of assignment.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Coordinates unit activity with other departmental sections or divisions and other county departments or outside agencies directly or through assigned staff and acts as an internal departmental coordinator for support activities such as personnel, purchasing, payroll, or program specific functions;

Reviews and verifies specialized documentation and initiates action;

Responds to public and staff inquiries and provides information or resolves problems which require explanation or application of departmental or program rules and policies or refers questions to appropriate staff;

Represents unit/department on various committees and working groups and may be granted authority to commit unit/department support to issues;

Coordinates, schedules and organizes unit, program, or departmental calendars and meetings;

Leads and participates in the preparation and processing of accounting documentation such as requisitions, purchase orders, claims and fund transfers;

Creates and maintains, or directs the maintenance of, specialized databases including inputting and retrieving data, and production of complex computer-based reports;

Coordinates and monitors standard departmental Intergovernmental Agreements (IGA), contracts, and other obligatory agreements with affected agencies, contractors and service providers;

Researches, compiles and performs minor, initial analysis of information and prepares routine, recurring and special reports, correspondence, memoranda, personnel forms, operations manuals and other documents for supervisory review and approval;

Compiles and summarizes statistical and operational data and prepares periodic and special reports;

Compiles information utilized in unit budget preparation, monitors miscellaneous expenditures, and reports to supervisor on program budget activities;

Conducts and documents confidential or sensitive inquiries for management and maintains appropriate security and confidentiality of information encountered or created;

Establishes and maintains specialized reference files and reference materials;

May supervise, train and evaluate staff, make effective recommendations on hiring, termination and related personnel activities;

May issue licenses, permits and/or bonds, receive money, review and verify cash drawers and prepare cash deposits;

May make travel arrangements for unit personnel and prepare related travel documentation for approval and processing.

KNOWLEDGE & SKILLS:

Knowledge of:

- . applications of automated information systems;
- . business English, spelling, grammar, punctuation and composition;
- . rules, regulations, policies and procedures applicable within work unit;

- . County policies and procedures for administration of contracts, IGA and related activities;
- . research and analysis techniques and report writing;
- . principles and practices of employee supervision, training and evaluation and county personnel policies/procedures;
- . office practices, procedures and equipment.

Skill in:

- . use of automated information systems to maintain data and produce documents;
- . coordinating and prioritizing multiple tasks and activities of assigned unit;
- . researching, compiling and analyzing information, and writing complex reports;
- . communicating effectively;
- . maintaining appropriate security and confidentiality of sensitive information;
- . planning, assigning, reviewing and evaluating the work of staff;
- . organizing and coordinating meetings;
- . performing mathematical calculations at an appropriate level for assigned duties.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Five years of experience performing secretarial or administrative tasks providing administrative support and coordination for a department, specialized program or small business. [An Associate's degree from an accredited college or university with a major in business or public administration may substitute for two years of the required experience][A Bachelor's degree from an accredited college or university in one of the cited disciplines may be substituted for four years of required experience]

OR:

(2) Three years of experience with Pima County as an Executive Administrative Assistant, Administrative Support Specialist, Personnel Assistant-Sheriff's Department or Human Resources Support Specialist (or combination of experience in two or more of the cited classifications).

OR:

(3) Four years of experience with Pima County as an Office Support Level III or Office Support Level IV [or combination of experience in both classifications] which included lead responsibilities.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D driver's license at the time of appointment or prior to completion of initial/promotional probation. Some positions may require certification as a Notary Public by the State of Arizona at the time of appointment or prior to completion of initial/promotional probation.

Special Notice Items: Some positions may require satisfactory completion of a personal background investigation by law enforcement agencies, and/or pre-/post-appointment polygraph tests and drug-screening, due to need for access to law enforcement, courts or corrections facilities, records, information or communications systems.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.