

Code: 1171

Title: ADMINISTRATIVE SUPPORT SPECIALIST

SUMMARY: Provides paraprofessional level administrative support to a department or specialized program.

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 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 of County, Departmental, or program rules and policies or refers questions to appropriate staff;

Represents unit/department on various committees and working groups and may record, transcribe, and/or distribute meeting minutes;

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

Maintains specialized databases, inputs and retrieves data, and produces computer reports;

Coordinates and monitors standard departmental Intergovernmental Agreements (IGA's), contracts, and other obligatory agreements;

Researches information and prepares routine correspondence, memoranda, personnel forms, operations manuals, and other documents for supervisor review and approval;

Compiles 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;

Makes travel arrangements for unit personnel and prepares related travel documentation for approval and processing;

Establishes and maintains specialized files and reference libraries;

May supervise, train, and evaluate staff, make 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 prepare and process accounting documentation such as requisitions, purchase orders, claims and fund transfers.

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;
- basic principles of contractual agreements;
- research techniques and report writing;
- the principles and practices of employee supervision, training, and evaluation;
- office practices, procedures, and equipment.

Some positions may require knowledge of terminology and procedures specific to the area of assignment.

Skill in:

- use of automated information systems to maintain data and produce documents;
- organizing and coordinating meetings;
- prioritizing multiple tasks and activities;
- researching and compiling information and writing reports;
- communicating effectively;
- planning, assigning, and reviewing the work of staff;
- performing basic arithmetic calculations.

MINIMUM QUALIFICATIONS:

(1) Four years of experience performing secretarial or administrative tasks that demonstrate the required knowledge and skills including two years of experience providing overall support and coordination for a department, specialized program, or small business.

(Relevant education from an accredited college, university, trade or vocational school may substitute for up to two years of the general portion of the aforementioned experience.)

OR

(2) Two years of experience as an Office Support Level III or Office Support Level IV, or a similar clerical classification within Pima County.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require specialized certification or licensure relative to assignment at time of appointment or prior to completion of an initial or promotional probation period.

Special Notice Items: Some positions may require satisfactory completion of a personal background investigation, polygraph test, and/or drug screening.

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.