



POSITION DESCRIPTION

Title: Administrative Support Specialist III

Department: Commission Administration

Job Analysis: August 2011, Sept 2013, Feb 2017, Sept 2017, Dec 2018,
Sept 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Assistant Administrative Services Manager and Administrative Services Manager

Subordinate Staff: N/A

Internal Contacts: General Public, Public Officers, Co-workers and Other Departmental Staff

Status: Classified/Non-Exempt (309)

Job Summary

The Administrative Support Specialist III for the Commission Administration Department serves to accomplish a myriad of clerical and administrative duties providing administrative support to departmental staff and to ensure the efficient operation of the office appearance and readiness with emphasis on internal customer service, scheduling, calendars, general office organization and files management.

Job Domains

A. Clerical

1. Performs various administrative and secretarial duties as requested and as assigned by the County Administrator, Administrative Services Manager and the Assistant Administrative Services Manager.
2. Manages calendars, scheduling, appointments, travel arrangements, training, meetings, events, and monitors reminders.
3. Maintains a filing system and properly disseminates, files and archives all documentation related to the daily operations of the office, with emphasis on timeliness, organization, accuracy and proper record keeping procedures.
4. Assists with billing of various vendors, maintains proper vendor files and information, orders and maintains a proper inventory of office supplies, verifies receipt of orders and

submits documents to appropriate departments to ensure accurate and timely payment to vendors.

5. Uploads and publishes documents to various internal/external document libraries, with emphasis on monitoring accuracy of information, timelines, organization and proper reporting.
6. Prepares and reviews agenda items, correspondence, reports, contracts, resolutions, proclamations, and other documents, as requested.
7. Monitors vehicle maintenance, schedules maintenance for vehicles and maintains proper files for maintenance records.
8. Enters work orders and maintains files for building maintenance requests, as requested.
9. Assists with scheduling and organization of meetings, and pre- and post-meeting preparation work, as requested.
10. Accomplishes research as directed.

B. Reception and Referral

1. Welcomes visitors and identifies the purpose of their visit before directing them to the appropriate staff or department, with emphasis on customer service.
2. Assists in managing the public meeting rooms, reception areas, and office appearance.
3. Answers incoming calls to the office and relays detailed information/messages accurately to the appropriate person/department.
4. Provides information to general inquiries.
5. Assists the public and discusses problems and complaints tactfully, courteously and effectively.
6. Effectively interfaces with all levels of management, co-workers, and general public to promote a positive relationship between the County Commission Office and the general public.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job)

1. Knowledge of basic high school mathematics, basic bookkeeping procedures and basic internet usage.
2. A good working knowledge of English grammar, composition, and spelling within acceptable standards of quality and accuracy.
3. A good working knowledge of general office practices, filing procedures, equipment and software (Microsoft Office, Adobe, email, *agenda management software).
4. Skills to read, understand and compile printed reports and research assignments.
5. *Knowledge of County Commission and meetings related activities.
6. *Notary Public in the State of Alabama (must be bondable).
7. Strong interpersonal and communication skills (both written and verbal) and the ability to communicate and work effectively in assisting departmental staff, elected officials and the public.
8. Strong organizational, time-management, problem solving, and critical thinking skills.
9. Ability to be self-motivated and use independent judgement to gather, manage and impart information in a timely manner.
10. Ability to multitask and perform job duties under the stress of multiple, reoccurring deadlines.

11. Ability to quickly acclimate and re-direct focus of work, depending on changes of County Commission activities, meetings deadlines and changing work environment.

Other Characteristics

1. Willing to work overtime or non-standard hours when necessary.
2. Willing to work from multiple office locations as necessary.

Minimum Qualifications

1. Three (3) years of experience in administrative/clerical related work.
2. Have a valid driver's license.
3. High school diploma or equivalent.