

## **POSITION DESCRIPTION**

Title: Administrative Support Specialist II

Department: Building Maintenance

Job Analysis: October 2018

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: Facilities Maintenance Coordinator, County Administrator

Subordinate Staff: None

Other Internal Contacts: All County Employees

External Contacts: Elected Officials, General Public

Status: Classified/Non-Exempt (H)

### **Job Summary**

This position consists of a myriad of clerical duties for the Baldwin County Building Maintenance Department including but not limited to answering the phones, creating and maintaining spreadsheets, and utilizing County software systems.

### **Job Domains**

1. Assist the Facilities Maintenance Coordinator with running the office operations, under the direction of the Facilities Maintenance Coordinator and the Building Maintenance Supervisors.
2. Maintains a filing system, properly files and archive all incoming/outgoing correspondence, and other documentation of daily operations of the office.
3. Reviews records, compiles reports, and gives technical assistance to employees, as needed.
4. Assists with scanning, copying, uploading, and filing of documents.
5. Assists with research and proofreading of documents, as directed.
6. Types and/or prepares correspondence, agenda items, and various documents as requested.
7. Types and/or prepares various documents using County software applications, Microsoft Office applications and Adobe Acrobat.
8. Assists with ordering office supplies, cleaning supplies, maintaining requisitions, and general office organization.

9. Schedules meetings, training course registrations as requested and maintain multiple calendars.
10. Assist with scheduling and monitoring vehicle maintenance and upkeep.
11. Assist the Building Maintenance employees with the work orders and requisition process.
12. Performs a wide variety of administrative and clerical tasks.
13. Assist Building Maintenance staff as necessary with clerical tasks.
14. Other duties/tasks as assigned by the Facilities Maintenance Coordinator.

### **Knowledge, Skills, and Abilities**

1. Knowledge of basic high school mathematics.
2. Knowledge of clerical functions involved in accounting, record keeping, filing and general clerical work.
3. A good working knowledge English grammar, composition, and spelling.
4. Ability to communicate professionally, both orally and in writing.
5. Knowledge of departmental policies and procedures.
6. Ability to establish and maintain effective working relationships with public officials, employees and the general public.
7. Hear well enough to respond to verbal communication and to use the telephone.
8. Body movement to bend, stoop and move about.
9. Manual dexterity to write and type.
10. Ability to operate computers and basic software programs.
11. Ability to work in a fast-paced environment.
12. Knowledge of Business Oriented Software Solutions software. (BOSS).

### **Other Characteristics**

1. Willingness to work non-standard hours, as required.
2. Willingness to travel to various offices around the County.
3. Be willing and available to attend training related to job.

### **Minimum Requirements**

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. High school diploma or equivalent required.
3. Two (2) years of experience in administrative/secretarial related work.