



POSITION DESCRIPTION

Title: Administrative Support Specialist III - Office

Department: Archives and History

Job Analysis: September 2021

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: Director of Archives /Special Historic Projects Coordinator

Subordinate Staff: Archives Specialists

Internal Contacts: General Public, Public Officers, and Co-workers

Status: Classified/Non-Exempt (309)

Job Summary

The Administrative Support Specialist III-Office for the Baldwin County Department of Archives and History and assists with archival projects as assigned by the Director of Archives and History.

Job Domains

A. Facility

1. Coordinates operations of the primary workplace facility as requested by the Director of Archives and History.
2. Oversees and coordinates general day-to-day facility operations with kindness, professionalism, tact, and an emphasis on responsiveness.
3. Maintains office and cleaning supplies inventory and prepares requisitions for the same. (Spending authorization will always be applicable as approved by the Director of Archives and History and on file in the Budget/Purchasing office).
4. Reviews the primary county facility for maintenance and cleanliness as directed.

B. Clerical

1. Processes archival materials as directed.
2. Assists other County departments with their records management programs as needed.
3. Assists with reference requests as needed
4. Supports director and department with special assignments as directed.

5. Takes notation and dictation as needed.
6. Types and/or prepares correspondence and various documents as requested.
7. Coordinates training course registrations and travel reservations as needed.
8. Takes minutes and proofreads minutes as requested.
9. Schedules meetings, coordinates newspaper advertisements as requested.
10. Accomplish research as directed.
11. Types and/or prepares correspondence and various documents as requested.
12. Coordinates training course registrations and travel reservations as needed.
13. Takes minutes and proofreads minutes as requested.
14. Receives, reviews, and prepares a variety of forms, requests, records, files, and other documents associated with daily responsibilities of this position
15. Schedules meetings, coordinates newspaper advertisements as requested.
16. Supports Director with and Department with special assignments as needed.
17. Types reports, charts and correspondence.
18. Supervise and trains interns/volunteers that are assigned to county archival projects
19. Assists patrons in the use of finding aids and guides; responds to written inquiries and supplies suitable reference and/or service
20. Accomplish research as directed.
21. Perform other related work as required by the Director.

C. Reception and Referral

1. Greets visitors to the office, refers them to whom they need to see, and makes them comfortable if they must wait.
2. Answers incoming calls to the office.
3. Provides whatever information is available to general inquiries.

D. Special Historic Projects

1. Assists with the creation and execution of county-wide historical events from conception to clean-up.
2. Assists with the design of advertising materials; collaborate with several departments within the county as well as local and community groups.
3. Assists with archival programming to include publicity and public outreach programs.

E. Representative Duties

1. Identify problems associated with identification and proper handling of historical and literacy manuscripts and flags them for review by the Director.
2. Review and verify folder contents against container lists.
3. Creates and up-date records in in-house databases to support processing and conservation tracking.
4. Compile daily work statistics.
5. Perform clerical duties incidental to archival activities as assigned by the Director.

F. Supervisory Guidelines

1. Closely review daily work for adequacy and accuracy.

2. Plan, assign, schedule, and supervise work assignments.
3. Provide instruction in new situations, methods, and procedures that are not clearly related to existing tasks and duties.
4. Oversee work situations and solve problems with established procedures/policies.
5. Exercise of independent judgment or initiative, as needed.

Knowledge, Skills, and Abilities

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

1. Knowledge of basic high school mathematics and basic bookkeeping procedures.
2. Considerable knowledge of clerical and administrative practices required to coordinate a central records system.
3. Considerable knowledge of the regulations and procedure of the department to which assigned.
4. Ability to establish and maintain complex clerical records and prepare reports.
5. Ability to recognize and maintain the confidentiality of records concerning various budgetary and personnel related matters.
6. A good working knowledge of English grammar, composition, and spelling within acceptable standards of quality and accuracy.
7. A good working knowledge of general office practices, procedures, equipment and software (Microsoft Office, Adobe).
8. Ability to take dictation and type a minimum of fifty (50) words per minute within an acceptable standard of quality and accuracy and take dictation. Ability to communicate effectively and handle multiple assignments.
9. Ability to maintain effective and positive working relationships with public officers, facility tenants, supervisors, co-workers and general public.
10. Skills to read, understand and compile printed reports and research assignments.
11. *Knowledge of County Commission activities.
12. *Notary Public in the State of Alabama (must be bondable)
13. Knowledge of filing procedures.
14. Knowledge and ability to operate office machinery, computers and general software.
15. Ability to work under stress of recurring deadlines.

Physical Requirements

1. Ability to lift heavy material, push loaded book carts, and climb ladders. Manual dexterity.
2. Must have the ability to lift at least 50 lbs. unassisted.

Other Characteristics

1. Willing to work overtime or non-standard hours when necessary.
2. Willing to travel for the purposes of professional development.
3. Ability to work under stress of recurring deadlines.
Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.
4. Must be willing to work in an environment that contains dust and/or mold.
5. Ability to work under stress of recurring deadlines.

Minimum Qualifications

1. Training and/or experience in the operation of an archives or a library, preferably with a college degree in either or both areas.
2. Have a valid driver's license and be insurable by the County's insurance standards.
3. High school diploma or equivalent.

POSITION DESCRIPTION

Title: Administrative Support Specialist III - Records

Department: Archives and History

Job Analysis: September 2021

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: Director of Archives /Special Historic Projects Coordinator

Subordinate Staff: None

Internal Contacts: General Public, Public Officers, and Co-workers

Status: Classified/Non-Exempt (309)

Job Summary

The Administrative Support Specialist III-Records for the Baldwin County Department of Archives and History serves to accomplish a myriad of clerical administrative duties in maintaining a central record filing system. An employee allocated to this class of work performs complex clerical duties which involve independent judgment based on experience and knowledge of institutional policies and procedures. Work involves monitoring, posting, and processing county forms required the receipt and disposal of county government records. Work also included the related maintenance of the county's filing systems which often requires limited administrative discretion. Supervision is received from the Director and work is reviewed through observation of results obtained.

Job Domains

A. Facility

1. Conduct operations of the primary workplace facility as requested by the Director of Archives and History.
2. Conduct general day-to-day facility operations with kindness, professionalism tact and an emphasis on responsiveness.
3. Maintains office and cleaning supplies inventory and prepares requisitions for the same. (Spending authorization will always be applicable as approved by Director of Archives and History and on file in the Budget/Purchasing office).
4. Reviews the primary facility for maintenance and cleanliness as directed.

B. Clerical

1. Processes archival materials as directed.
2. Monitors and process various county department forms related to records transmittals, dispositions, and other related forms and documents.
3. Coordinates annual records management training programs as needed for county departments.
4. Answers inquiries concerning the status of various persons or the information contained on records; interprets policies concerning the various records maintained.
5. Collects and extracts data from records for various reports, submits tabulated data to the Director for accuracy and completeness.
6. Verifies information contained in the records system for legitimate requests for such information.
7. Assists other County departments with their records management programs as needed.
8. Assists with reference requests as needed
9. Supports director and department with special assignments as directed.
10. Takes notation and dictation as needed.
11. Types and/or prepares correspondence and various documents as requested.
12. Coordinates training course registrations and travel reservations as needed.
13. Takes minutes and proofreads minutes as requested.
14. Receives, reviews, and prepares a variety of forms, requests, records, files, and other documents associated with daily responsibilities of this position
15. Schedules meetings, coordinates newspaper advertisements as requested.
16. Supports Director with and Department with special assignments as needed.
17. Types reports, charts and correspondence.
18. Supervise and trains interns/volunteers that are assigned to county archival projects
19. Assists patrons in the use of finding aids and guides; responds to written inquiries and supplies suitable reference and/or service
20. Accomplish research as directed.
21. Perform other related work as required by the Director.

C. Reception and Referral

1. Greets visitors to the office, refers them to whom they need to see, and makes them comfortable if they must wait.
2. Answers incoming calls to the office.
3. Provides whatever information is available to general inquiries.

D. Special Historic Projects

1. Assists with the creation and execution of county-wide historical events from conception to clean-up.
2. Assists with the design of advertising materials; collaborate with several departments within the county as well as local and community groups.
3. Assists with archival programming to include publicity and public outreach programs.

Knowledge, Skills, and Abilities

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

1. Knowledge of basic high school mathematics and basic bookkeeping procedures.
2. Considerable knowledge of clerical and administrative practices required to coordinate a central records system.
3. Considerable knowledge of the regulations and procedure of the department to which assigned.
4. Ability to establish and maintain complex clerical records and prepare reports.
5. Ability to recognize and maintain the confidentiality of records concerning various budgetary and personnel related matters.
6. A good working knowledge of English grammar, composition, and spelling within acceptable standards of quality and accuracy.
7. A good working knowledge of general office practices, procedures, equipment and software (Microsoft Office, Adobe).
8. Ability to take dictation and type a minimum of fifty (50) words per minute within an acceptable standard of quality and accuracy and take dictation. Ability to communicate effectively and handle multiple assignments.
9. Ability to maintain effective and positive working relationships with public officers, facility tenants, supervisors, co-workers and general public.
10. Skills to read, understand and compile printed reports and research assignments.
11. *Knowledge of County Commission activities.
12. *Notary Public in the State of Alabama (must be bondable)
13. Knowledge of filing procedures.
14. Knowledge and ability to operate office machinery, computers and general software.
15. Ability to work under stress of recurring deadlines.

Physical Requirements

1. Ability to lift heavy material, push loaded book carts, and climb ladders. Manual dexterity.
2. Must have the ability to lift at least 50 lbs. unassisted.

Other Characteristics

1. Willing to work overtime or non-standard hours when necessary.
2. Willing to travel for the purposes of professional development.
3. Ability to work under stress of recurring deadlines.
4. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.
5. Must be willing to work in an environment that contains dust and/or mold.
6. Ability to work under stress of recurring deadlines.

Minimum Qualifications

1. Training and/or experience in the operation of an archives or a library, preferably with a college degree in either or both areas.
2. Have a valid driver's license and be insurable by the County's insurance standards.
3. High school diploma or equivalent.