

## **POSITION DESCRIPTION**

Title: Administrative Support Specialist II

Department: Finance & Accounting

Job Analysis: November 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: Finance & Accounting Staff Accountant

Subordinate Staff: N/A

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

Status: Classified/Non-Exempt (307)

### **Job Summary**

The Administrative Support Specialist II for the Commission Finance & Accounting Department serves to accomplish a myriad of clerical administrative duties to assist Finance & Accounting staff as assigned by the Staff Accountant, Accounting Managers, Chief Compliance Officer, or the Clerk Treasurer.

### **Job Domains**

#### **A. Essential Job Functions**

1. Oversees and coordinates general day-to-day office operations with kindness, professionalism, tact, and an emphasis on responsiveness.
2. Answers incoming calls to the office and relays detailed information/messages accurately to the appropriate person/department.
3. Provides information to general inquiries.
4. Maintains office and cleaning supplies inventory and prepares requisitions for the same. (Spending authorization will always be applicable as approved by the Chief Compliance Officer or Clerk Treasurer and on file in the Budget/Purchasing office).
5. Performs various clerical and administrative duties as requested.
6. Prepares agenda items, correspondence, reports, contracts, resolutions, and other documents as requested.
7. Scans, copies, uploads, archives, and files documents, maintaining a proper documentation filing system.

8. Maintains a filing system and properly disseminates, files, and archives all incoming/outgoing correspondence and other documentation related to the daily operations of the office.
9. Orders and maintains a proper inventory of office supplies and other supplies as directed, maintaining proper purchasing and requisition files, with emphasis on organization, accuracy, and timeliness.
10. Schedules meetings, coordinates travel reservations, training course registrations as requested and maintains multiple calendars.
11. Enters work orders and maintains files for various building maintenance requests.
12. Assists with uploading and publishing documents to various internal/external document libraries with emphasis on timelines, organization, and proper reporting.
13. Assists with billing/invoices of various vendors and maintains proper vendor files and information with emphasis on organization and accuracy.
14. Accomplishes research as directed.
15. Other duties as assigned by senior Finance & Accounting staff.

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

1. Knowledge of basic high school mathematics and basic bookkeeping procedures.
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, procedures, equipment, and software (Microsoft Office, Adobe).
4. Ability to communicate effectively and handle multiple assignments.
5. Ability to maintain effective and positive working relationships with public officers, supervisors, co-workers, and public.
6. Skills to read, understand and compile printed reports and research assignments.
7. Knowledge of filing procedures.
8. Knowledge and ability to operate office machinery, computers, and general software.
9. Ability to work under stress of recurring deadlines.

### **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.

### **Minimum Qualifications**

1. Minimum of five (5) years of experience in administrative related work.
2. Experience in bookkeeping is a plus.
3. Have a valid driver's license.
4. High school diploma or equivalent.