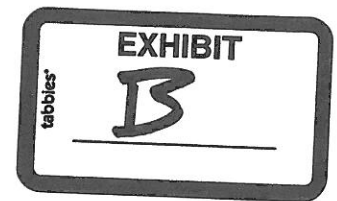


17-007



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## Administrative Specialist - DRAFT

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### Classification

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#### Classification

<b>Classification Title</b>	Administrative Specialist - DRAFT
<b>Classification Code</b>	15024 - DRAFT
<b>Classification Group</b>	15000 - Administrative Support / Clerical
<b>Salary Category</b>	C2
<b>Salary Grade</b>	06
<b>Step</b>	0
<b>Min Salary</b>	\$19.95
<b>Mid Salary</b>	\$24.43
<b>Max Salary</b>	\$28.90

**General Overview** Under general direction; supervises and coordinates assigned staff with multi-divisional job functions for an Appointing Authority's office; serves as primary contact to resolve operational issues in multi-divisional offices including work of a confidential nature; assists in training and processes management. Performs other related duties as required.

**Required Qualifications** Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.

Completion of an Associate's Degree supplemented by coursework in business and the secretarial sciences, plus three (3) years secretarial experience, including one (1) year supervisory experience, or equivalent combinations of training and/or experience.

**Knowledge, Skills, and Abilities** **Thorough knowledge of:** supervision; employee training and development; secretarial sciences; county government standards and process\*; departmental policies and procedures\*; office practices and procedures; public relations. **Ability to:** define problems, collect data, establish facts and draw valid conclusions; establish friendly working atmosphere as supervisor; coordinate work function toward common objectives; communicate effectively in oral or written form; prepare and maintain accurate documentation; transcribe electronic dictation, develop and maintain working relationships with associates; public officials and the general public. **Skills in:** operation of office equipment; typing; P/C keyboard.

(\*Indicates developed after employment).

**Job Duties** The duties listed below are intended to depict tasks performed by this classification.

Serves as liaison between appointing authority/agency directors and other officials; department heads and the general public; receives and resolves complaints; provides information and responds to inquiries of a general nature; receives and resolves complaints.

Researches, complies and analyzes data, assists with the drafting of departmental policies and procedures; coordinates data processing request between divisions of office.

Supervises multi-divisional secretarial support personnel in Appointing Authority's office (e.g. plans schedules, and assigns work, trains and evaluates employee work performance, interviews job applicants and recommends their hire; approves leave requests according to established policy; recommends commendation and discipline as necessary; obtains necessary budget certification, etc.); trains employees on use of office equipment.

**HRC Order Number**

16-02

**Council Legislation Number**

DRAFT

**Last Revision Date**

**Note**

**COUNTY OF SUMMIT - DRAFT  
CLASSIFICATION/COMPENSATION PLAN-2016**

**09/16**

3      6      11087      Tax Settlement/Budget Administrator

1      5      11099      Collection Specialist

**12000                      CLERICAL APPRAISAL/AUDITING/  
PROPERTY TAX GROUP**

2      4      12005      Appraisal System Date Technician

**13000                      CLERICAL LEGAL GROUP**

1      4      13031      Legal Secretary 1

1      5      13032      Legal Secretary 2

1      6      13033      Legal Secretary 3

3      5      13048      Title Division Manager - COC ONLY

3      5      13067      Legal Division Manager - COC ONLY

2      4      13071      Grand Jury Coordinator

2      5      13120      Evidence & Property Officer (2004-117, 03-16-04)

**15000                      ADMINISTRATIVE SUPPORT/CLERICAL  
GROUP**

1      3      15011      Secretary 1

1      5      15012      Secretary 2

1      6      15013      Secretary 3

2      3      15021      Administrative Secretary

2      5      15022      Administrative Assistant

2      6      15024      Administrative Specialist - DRAFT

2      7      15025      Office Manager