

Metropolitan King County Council Classification Specification



Position: Administrative Specialist	FSLA: Hourly, overtime eligible
Department: Council Administration	Salary Grade: 18
Council Approved: 07/05/17	

Summary

The Administrative Specialist is responsible for providing technical, clerical, and administrative support services for the Legislative Branch staff; interviewing internal and external customers to establish services needed; establishing and maintaining data; and drafting and editing documents.

Distinguishing Career Features

The Administrative Specialist requires a clear understanding in applying office guidelines and work methods. The Administrative Specialist works under general supervision, requiring a moderate degree of independent judgement.

Essential Duties and Responsibilities

- Provide specialized and/or technical program-specific information that requires limited interpretation of established policies, procedures and other relevant sources of internal and/or external customers over the telephone, in writing and/or in person; may have to deal with sensitive and/or potentially volatile situations.
- Establish, maintain, code, modify, track and/or retrieve information and compile data that may require information searches through files, contracts, records, or computer files, including spreadsheets and/or customized database applications.
- Enter, obtain and/or verify information and make sure the appropriate inputs follow established, clearly defined methods and guidelines.
- Interview internal and/or external customers to establish program-specific documentation and/or identify services needed.
- Perform light to moderate numerical calculations involving accounts payable, accounts receivable, cashiering, reconciling accounts, monitoring expenditures, preparing budgets, payroll and/or other applications.
- Maintain, inventory, order, collect and distribute supplies and/or equipment.
- Process mail by attaching related correspondence or information before forwarding, respond to mail when appropriate, respond to mail that can be handled personally, identify priority and/or time-sensitive matters and maintain security and confidentiality.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Required Knowledge and Skill

- Knowledge of general office principles and practices
- Knowledge of basic accounting and mathematics
- Knowledge of action tracking on specific work assignments or other items related to work

position

- Working math skill
- Working knowledge of and skill in using personal computers and common desktop productivity software
- Working skill in organizing and prioritizing a high volume workload with strict deadlines
- Skill in working with a variety of individuals from diverse backgrounds
- Basic skill in written and verbal communications

Required Ability

- Independently perform all aspects of the position
- Analyze and interpret data, union contracts, regulations and laws
- Research and compile information
- Ensure the confidentiality of private information
- Consistent attendance and punctuality
- Work productively and cooperatively within the work unit

Education and Experience

The position typically requires a high school diploma and two years of experience in an administrative support capacity and/or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.