



## ADMINISTRATIVE SPECIALIST I

### NATURE OF WORK

This is general clerical work performing routine administrative support duties. Work involves standard clerical duties of a procedural nature including filing, sorting, arithmetical computations, maintaining records, providing information to the public in person and on the telephone, processing documents, distributing mail, and operating standard business and computer equipment and software programs. Work is performed under the general supervision of an immediate supervisor, and includes following set sequences of guidelines.

### EXAMPLES OF WORK

*(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)*

- Greets customers and answers informational inquiries and questions; provides information regarding activities and location of departments, offices, and employees within the organization; answers, screens and forwards telephone calls; records and relays messages and makes appointments as necessary.
- Prepares, sorts, files and retrieves correspondence, records activity logs and other materials; purges files in accordance with established procedures, schedules or legal requirements; copies and distributes files, records, reports, documents, audio and/or visual material, as assigned.
- Receives, opens, sorts and distributes mail, parcels and other materials; collects, seals, and stamps outgoing mail; and arranges for courier service pick up.
- Performs data entry; tabulates and analyzes records; prepares, proofs, and edits reports and charts; and performs simple math calculations.
- Prepares purchase orders and places orders for routine supplies; maintains inventory and distributes supplies; and reconciles invoices against purchase orders.
- Operates various computerized record keeping and documents processing systems to input and retrieve data in support of program operations.
- Maintains office supplies, forms and materials; maintains equipment service contracts and schedules routine maintenance; assists in the coordination of equipment, systems, and software upgrades and replacements, as assigned.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is primarily performed in an office environment. Work is essentially sedentary with occasional walking, standing, bending, safely carrying items less than 25 pounds such as books, papers, small parcels, etc., and some positions may require periods of extended computer use.



## MINIMUM QUALIFICATIONS

Work requires a high school diploma (or GED), or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of basic English.
- Knowledge of basic web and electronic media.
- Ability to communicate effectively with Senate staff and outside organizations, providing exemplary customer service in a polite and efficient manner, both orally and in writing.
- Ability to maintain and use alphabetical and numerical filing systems.
- Ability to use basic office and business equipment including personal computers and selected word processing, spreadsheet and database software.
- Ability to understand and implement departmental rules, regulations, procedures and instructions, both oral and written.
- Ability to perform basic mathematical calculations.
- Ability to handle sensitive and confidential information.

## LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.