



## ADMINISTRATIVE SPECIALIST III

### NATURE OF WORK

This is advanced and senior level secretarial and administrative work of a highly complex and varied nature. Work involves a combination of confidential and sensitive secretarial, personnel, program or financial assignments performed on behalf of higher ranking officials such as the director or manager of a department, division or major program area. Work includes assisting in the development and implementation of policies and procedures, systems and procedures to increase the administrative effectiveness of the assigned department. Work also includes lead responsibility coordinating and directing clerical and administrative resources to complete the requested assignment. Work is performed under the direction of the supervisor with wide latitude, initiative, discretion, and independent judgment in the performance of duties based on extensive knowledge.

### EXAMPLES OF WORK

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

- Performs a variety of office administrative tasks in relieving a superior of important duties; assists in determining priority of work; determines deadlines and monitors progress of work.
- Searches for and gathers information, compiles data from various sources, prepares briefs, summaries, fact sheets and other data required for program planning and administrative reporting.
- Prepares and submits records of leave, vacations, and other absences within department.
- Coordinates the preparation and processing of various reports, forms, records, correspondence, meeting minutes, memoranda and other documents from copy, handwritten and electronic rough drafts, dictation or recording equipment, according to office practices and formats.
- Oversees the accurate and timely maintenance and updating of various departmental filing and record keeping systems; organizes, maintains, classifies, codes and files department records, data or charts accurately and legibly, according to established procedures; pulls files necessary to support department activities.
- Assists in orienting and training new employees engaged in filing, sorting, posting, registering or other routine clerical support work; assigns and participates in the work of co-workers; explains procedural changes; and makes departmental travel and training arrangements.
- Reviews invoices and matches with purchase orders; verifies receipt of goods, correct prices, discounts and extensions; researches discrepancies and makes necessary adjustments; forwards invoices for payment; and reviews and verifies payment vouchers.



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## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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## MINIMUM QUALIFICATIONS

Work requires an Associate's Degree and three to five years of increasingly responsible administrative and secretarial experience; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of business English, spelling, grammar and business math.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of departmental rules, regulations, procedures and functions.
- 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 accurately prepare and process a variety of reports, records, and documents using standard office equipment including a personal computer, computer terminal and typewriter; and computer systems such as database, spreadsheet and word processing software.
- Ability to apply and explain departmental rules, regulations, and procedures in the processing of various forms and records.
- Ability to accurately maintain a variety of clerical records including numerical data and to accurately prepare detailed reports from such records.
- Ability to understand and carry out oral and written instructions.
- Ability to orient, train, and assign work to co-workers, as may be required by the position.
- Ability to learn principles and practices of employee supervision as required by the position.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to handle sensitive and confidential information.



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**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

A security clearance may be required for some positions.