

CLASSIFICATION ADDENDUM

Job Title: Administrative Specialist

Classification Specification: Administrative Specialist

Barg Unit: NON, OPE

Pay Grade: B21-B23

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Administrative Specialist performs advanced clerical and administrative office duties in support of management. Responsibilities typically include: preparing and proofing/reviewing of reports, forms, notices, correspondence, etc.; attending meetings and taking minutes; overseeing filing systems and records; completing budgeting and/or financial tasks; creating and processing complex documents and reports; conducting special projects; ordering equipment and supplies; scheduling staff trainings and events, and/or coordinating travel; resolving concerns and complaints and referring inquiries/concerns as appropriate; providing information and serving as a liaison between the public and technical/professional staff. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the area of business providing a variety of clerical/administrative support duties of increasing complexity.

Licensing and/or Certification Requirements:

- Oregon Driver's license in some areas.

Knowledge:

- Accurate use of punctuation, spelling, sentence structure and vocabulary.

Skills: *(Demonstrated skill in performing the following)*

- Making basic mathematical computations;
- Performing work involving independent judgment and requiring accuracy and speed;
- Creating and maintaining orderly and accurate records, files, and file systems;
- Gathering, compiling, organizing and interpreting information.

Qualification For Grade Progression:

B21 – Contributing (applying basic skills)

B22 – Journey (applying some advanced skills)

B23 – Advanced/Lead (applying advanced skills)

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

2012.01 - Created
2014.08 – Revised by HR
2017.11 – Revised by HR