

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 1996**

**ADMINISTRATIVE SPECIALIST**

**FLSA STATUS: NON-EXEMPT - PAY GRADE: 7 - C**

**GENERAL STATEMENT OF JOB**

Employees in this class provide highly responsible diversified administrative support for one or more functional areas of the college. Employees in this class perform routine to moderately complex duties based on previous experience in department specific matters. Position may be supervisory over clerical support personnel depending on the size of department of assignment and volume of work processed, and has primary responsibility for planning daily routine of department administrative operations. Assignments at this level can span several days, but may cover a week or more depending on department needs.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Maintain inventory and requisition office supplies and equipment.

Receive, open, and sort incoming mail; prepare responses and replies when applicable.

Coordinate supervisor's schedule and maintain the department calendar, i.e., travel, meetings.

Maintain filing system, to include budget materials, personnel and student files where applicable, and other department specific documents.

Operate typewriters and/or word processors in preparing or transferring various information to prescribed formats, i.e., student records, correspondence, memoranda, reports.

Operate a variety of modern office equipment in performing routine administrative support tasks, i.e., facsimile machines, copy machines, calculators, computer terminals, phone systems.

Perform high level administrative duties related to budget adherence, documentation, department accounts, personnel records, in-service training, time sheets.

Review expenditures against budget allocation; process payments where applicable.

Compile and assemble data and information for supervisor's use in planning and decision-making.

Prepare routine departmental reports, and may prepare complex/special reports at the discretion of supervisor.

Arrange staff meetings, prepare agendas, and take and transcribe minutes where applicable.

May supervise student assistants or clerical support personnel depending on the needs of assigned department and volume of work processed.

Perform related duties as required.

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### **SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

### **SUPERVISION EXERCISED**

Employee may act in a lead capacity over clerical support or student assistants.

### **MINIMUM QUALIFICATIONS**

A high school diploma or high school equivalency degree supplemented by at least two (2) years of experience in administrative support functions.

### **PREFERRED QUALIFICATIONS**

A high school diploma or high school equivalency degree supplemented by three (3) years of responsible administrative support experience that provides considerable knowledge of modern office procedures and the ability to coordinate daily operations. Typing may be required.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc.. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

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**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective 1996; Revised 11/98; 02/01; 12/06