SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION

CLASSIFICATION TITLE: ADMINISTRATIVE SPECIALIST I

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of this position is to provide specialized administrative support to an assigned work unit or assigned supervisor. Employees in this classification perform both routine and non-routine administrative duties as dictated by the nature of the work unit. This position performs essential duties for a large operating unit or a specialized unit.

Employees assigned to the Revenue & Cash Management area are responsible for auditing and entering information from checks into an automated system. This position also arranges and schedules meetings and service calls and orders supplies. This position resolves telephone inquiries or directs to appropriate area, as well as generates correspondence, memos, financial requisitions and other documents.

Employees assigned to the Records area are responsible for providing training and guidance to staff in records maintenance, storage, retention, and destruction procedures.

Employees assigned to the Minutes area are responsible for writing, proofreading, and editing meeting minutes for official, permanent record.

Employees assigned to the Mailroom area are responsible for establishing schedules for the mailroom staff and training new mailroom employees.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Operates various office equipment, i.e., computer terminals, printers, copy machines, telephone systems, facsimile machines

Assists other unit personnel in supporting efficient functioning of the work unit

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

FUNCTIONS SPECIFIC TO REVENUE & CASH MANAGEMENT AREA

Employees assigned to the Records area perform the essential functions as outlined above, as well as:

Generates correspondence, memos, agendas, requisitions, reports, claim forms, annual budgets, and other relevant materials appropriate to assigned unit; performs a wide variety of administrative duties in supporting departmental functions, i.e., answering telephones, processing unit mail, copying materials, filing materials, assisting co-workers

Compiles, prepares, and distributes various records, logs, and unit reports, i.e., time sheets, payroll and financial reports, and other relevant materials appropriate to assigned unit

Takes telephone inquiries and complaints, ascertaining the nature of the call, and resolving personally or directing to the appropriate individual or department

Arranges scheduling for meetings, interviews, travel, equipment repair and service, and other department functions

Performs a variety of essential record keeping duties; manages department or unit record keeping and filing system

Receives and reviews various reports, plans, and applications for the purpose of verifying accuracy; ensures necessary copies of pertinent documents are made, filed and distributed accordingly

Processes various forms required of assigned department, i.e., personnel forms, invoices, work orders, and purchase orders

Acts as liaison between supervisor, other departments and outside agencies, gathering and relaying information

Acts as records coordinator for assigned unit to ensure regulatory and statutory compliance

FUNCTIONS SPECIFIC TO RECORDS AREA

Employees assigned to the Records area perform the essential functions as outlined above, as well as:

Plans, coordinates and maintains departmental records inventory

Monitors and maintains departmental records retention and records destruction schedules; reviews destruction requests; coordinates records purges

Coordinates all departmental records handling activities to ensure full compliance with applicable laws, statutes, regulations, ordinances, policies, and departmental procedures relating to proper records custodial care; complies with requirements in Chapters 119 and 25, Florida Statutes

Assists in the development and implementation of a records retention and archival program for the department; researches and evaluates records retention scheduling; provides input and makes recommendations

Coordinates and participates in sorting, coding, inventorying and retrieving departmental records; prepares and organizes records transfers to storage

Performs record searches; receives orders for records research and retrieval; pulls and delivers requested records

Maintains integrity of departmental record indexes, filing, and inventory systems; reviews and verifies work processed for the purpose of ensuring accuracy and completeness

Provides training, direction, and assistance to departmental personnel regarding records management

Performs data entry in maintaining and updating electronic departmental records inventory

FUNCTIONS SPECIFIC TO MINUTES AREA

Employees assigned to the Minutes area perform the essential functions as outlined above, as well as:

Attends Board of County Commissioners (BCC) meetings; facilitates and communicates with the chair during televised meetings and various other meetings regarding actions or non-actions of the Board; relieves other staff taking minutes during various meetings or hearings

Records the minutes of various BCC meetings using a laptop computer and recorder; types extensive notes and tape records meetings; creates/condenses minutes of various BCC meetings for the official permanent record; identifies and labels contents of audio recordings of meetings

Assists in the training and guidance of new staff concerning procedures and minutes processing

Attends agenda review meetings with County staff and BCC aides to discuss upcoming meetings, issues, and/or changes

Facilitates County officials' requests by communicating, interpreting, and supplying written or audio information

Maintains and updates the Minutes Clerk procedures manual; proofreads and edits documents

Researches requests and distributes to requesting party

Clerks hearing rooms; assists magistrates; inputs subject index for all BCC actions into computer systems

Processes and verifies petitions for completeness and accuracy; schedules and reschedules VAB hearings

Collects filing fees; reconciles receipts from branches

FUNCTIONS SPECIFIC TO MAILROOM AREA

Employees assigned to the Mailroom area perform the essential functions as outlined above, as well as:

Establishes schedules for mailroom staff, including mail runs, deliveries, breaks, and lunches

Creates and updates mailroom procedures; maintains and updates departmental reports

Assists in training new mailroom staff

Acts as a liaison between supervisor and staff

Successfully completes fitness for duty testing conducted for all employees that are considered mandatory-testing

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

High school diploma (or GED), supplemented by three (3) years of recent and relevant experience; some vocational or college courses preferred; or an equivalent combination of education, training and experience.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. ☐ Yes ☐ No

I would like to request a reasonable accommodation. ☐ Yes ☐ No
**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

_____

Employee Signature Date

_____

Printed Name Department