



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLERK & COMPTROLLER, PALM BEACH COUNTY CLASS DESCRIPTION

CLASSIFICATION TITLE: ADMINISTRATIVE SPECIALIST II

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of this position is to provide moderately complex to 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. Position performs essential duties for a large operating unit or a specialized unit.

Employees assigned to the Board Services/Value Adjustment Board (VAB) area are responsible for fulfilling the Clerk & Comptroller's statutory requirements. Employees in this classification are responsible for serving as the Clerk & Comptroller's liaison and communicator with elected officials, the public, the County's Information Technology department, Special Magistrates, various agencies and organizations, and other government personnel concerning VAB issues, processes and inquiries.

Employees assigned to the Human Resources area provide administrative support for the reception area, coordinate the maintenance of employment/hiring form, and create, update, and maintain personnel and I-9 files. Employees are responsible for coordinating the record retention process, responding to employment verification requests, coordinating the volunteer program, assisting with the Resource Library, and processing all incoming mail.

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

ADMINISTRATIVE SPECIALIST II

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

Complies with all personnel policies and procedures

FUNCTIONS SPECIFIC TO THE BOARD SERVICES/VALUE ADJUSTMENT BOARD (VAB) AREA

Employees assigned to the Board Services/VAB area perform the essential functions as outlined above, as well as:

Assists in all VAB functions, including computer-related problems, upgrades, and regular monitoring of VAB reports

Receives and processes all VAB petitions and filing fees; balances all fees with accompanying receipts and documentation from all office locations; prepares daily deposits for delivery to the Finance division

Coordinates and conducts VAB hearings with the Property Appraiser's Office, to include coordinating personnel, Special Magistrates, hearing rooms and files; secures required hearing and reception rooms; orders necessary supplies; obtains necessary furniture/equipment; coordinates telephone/terminal setup for the petition filing and hearing process

Provides cross-training to other Clerk & Comptroller's office personnel in the receipt and processing of VAB tasks

Prepares and mails invitations for Special Magistrates employment; receives and processes applications for VAB selection; coordinates, schedules and participates in Special Magistrates orientation and training; maintains associated records and documentation; processes Special Magistrate payroll

Coordinates and schedules hearing dates; prepares and mails hearing notices to petitioners; notifies municipalities of parcels located within their boundaries that will be heard

Supervises, coordinates, and schedules training for branch and temporary clerical staff regarding petition filings

Prepares and submits various legal advertisements and State approval forms within established deadlines

Inputs hearing information into computer; sends out Final Decision Forms to petitioners and agents

Assimilates VAB information into Official Records for public access; retains VAB records in accordance with State Statutes

Assists in preparation of the annual VAB budget; computes and invoices the School Board for annual portion of VAB expenses in accordance with State Statutes

FUNCTIONS SPECIFIC TO HUMAN RESOURCES AREA

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

Performs receptionist responsibilities through courteous, accurate and prompt in-person/front window contact, phone calls, emails and other correspondence

Provides assistance to staff, candidates and public as required; responds to personnel inquiries and searches files for requested information

ADMINISTRATIVE SPECIALIST II

Answers routine questions concerning job openings, job information, pay and qualifications

Maintains a physical presence at the front desk during normal business hours

Assists in the screening and testing of job applicant

Prepares new hire packets and panel interview documentation; follows up on employee transcripts and employment verification

Supports the new hire on-boarding process; coordinates the maintenance of employment/hiring forms

Coordinates the volunteer program

Acts as liaison between supervisor, other departments, outside agencies and candidates; gathers and relays information facilitating effective communication between interested parties

Compiles information to assist in and support the efficient accomplishment of recruitment and selection activities i.e. resumes, applications, job postings, test/assessment results, new hire paperwork, background checks, job requisitions and Personnel Action Notices

Creates, updates, and maintains personnel and I-9 files and records; prepares records retention and coordinates storage; searches personnel files for requested information in response to personnel inquiries and public records requests

Responds to and completes employment verifications

Assists departmental staff with various functions to include, but not be limited to, reception area coverage, processing department mail and FedEx packages, answering phones, and maintenance of employee files including filing

Processes employee letters for Clerk Bock

Provides administrative support for the Chief Human Resources Officer and manager, as needed

Operates office equipment such as copier, telephone, facsimile machine and computer to support employee relations programs

Coordinates service requests such as office equipment vendors for repairs/maintenance

Assists Human Resources staff with various requests and projects; provides backup support to various department functions and staff in supporting efficiency in the department

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

ADMINISTRATIVE SPECIALIST II
MINIMUM TRAINING AND EXPERIENCE

High school diploma (or GED), supplemented by four (4) 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 very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

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