

**Lane Council of Governments  
Job Classification**

<b>Job Title:</b>	<b>Administrative Support Specialist-Confidential</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Division:</b>	<b>Senior &amp; Disabled Services</b>	<b>Range:</b>	<b>6</b>
<b>Reports To:</b>	<b>Program Supervisor</b>	<b>Last Revised:</b>	<b>June 2002</b>

**General Statement of Duties**

Provides administrative and secretarial support to management staff by performing a variety of complex clerical tasks. Work requires thorough knowledge of office management procedures and is performed within generally accepted or established methods, practices, and procedures.

**Supervision Received**

Work is performed under general supervision and work performance is evaluated through periodic checks and through the adequacy and timeliness of products and services provided.

**Supervision Exercised**

None.

**Resource Responsibility**

Little or no discretionary responsibility for monetary or human resources. Duties which include working with monetary resources are subject to review and include checks and balances.

**Distinguishing Features**

Positions assigned to the Administrative Support Specialist classification are distinguished from Administrative Aide II and III positions by the requirement for advanced skills in office practices and procedures, and the ability to perform a wide variety of complex tasks.

**Essential Job Functions**

Provides administrative and secretarial support to S&DS management staff. Tasks may include database management, project coordination, preparation of documents, coordination of volunteers, screening and routing incoming mail, and setting up and maintaining filing systems.

Maintains meeting and events calendars. Schedules appointments and meetings, reserves conference rooms and vehicles, and makes travel arrangements as instructed.

Coordinates preparation for various meetings.. Assists with preparation of agendas and other related documents and completes or oversees the preparation and distribution of minutes.

Coordinates printing orders, including orders for envelopes, stationary, meeting notice paper, S&DS note cards, staff name tags, and business cards.

Oversees the ordering of office supplies, including paper, toner, and cartridges for copiers, printers, and fax machines.

Completes regularly recurring reports and complex word processing documents. Compiles data from varied sources and makes summary reports as required. May involve routine mathematical calculations and tabulations in accordance with established methods.

Works with internal and external customers on a daily basis over the phone to obtain or disseminate information and research information irregularities.

Answers basic program or agency questions from the public.

Completes administrative support projects, as assigned.

### **Other Job Functions**

Provides back-up support to other clerical positions and the office in case of absence or work overload.

Performs other related duties as assigned.

### **Working Conditions**

The work is performed primarily indoors requiring hand/eye coordination in the operation of business machines. Work may involve occasional lifting of object weighing 15 to 25 pounds.

### **Knowledge, Skills, and Abilities**

Advanced knowledge of office practices, procedures, and equipment.

Advanced grammar and spelling skills, knowledge of business vocabulary, business math, and basic accounting techniques.

Ability to maintain confidentiality and handle sensitive information in an appropriate manner.

Ability to work independently and exercise good judgement when carrying out regular duties and special assignments.

Ability to communicate effectively with other employees and the general public using tact, courtesy, and good judgment.

Ability to manage multiple tasks simultaneously, meet deadlines, and work with accuracy and attention to detail.

Ability to understand and execute oral and written instructions, policies, and procedures.

Ability to operate standard office equipment such as typewriter, computer terminal, word processor, transcriber, calculator, and photocopier.

Ability to use a variety of software programs including WordPerfect, Excel, Internet, Microsoft Access, Oregon ACCESS, QuickBooks, and PageMaker.

Ability to conduct research for the program using available resources.

Ability to organize and prioritize work.

Ability to type at level required for specific position.

Ability to physically perform assigned duties.

### **Education and Experience**

High school diploma or G.E.D., and four years general office or related experience; or any combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

### **Licenses, Certificates, and Other Requirements**

Some positions may require a valid Oregon driver's license or the ability to obtain reliable transportation to a variety of sites in the County.