

# **BANNOCK COUNTY**

## **CLASS SPECIFICATION**

### **Administrative Specialist**

Department: Road and Bridge, Noxious Weed, Mosquito Pay Grade: 4

FLSA Designation: Non-exempt

Effective Date: 10/09

#### **Purpose of Class**

Performs a variety of clerical, basic bookkeeping and office support duties to support the Road and Bridge, Noxious Weed, and Mosquito Departments; performs related work as required.

#### **Primary Function**

The principal function of an employee in this class to provide clerical, bookkeeping, and customer service for the departments. Duties include customer service and reception duties, basic bookkeeping (processing invoices, billing, and payments), file maintenance, preparing correspondence and spreadsheets, maintaining inventory records, input and reconciliation of the job costing system, and processing time cards. The work is performed under the direct supervision of the Office Coordinator. The principal duties of this class are performed in a general office environment.

#### **Essential Duties and Responsibilities (will vary by assignment)**

- Answers incoming phone calls and greets walk-in customers, provides general information to the public, answers questions and inquiries, and provides referrals to other departments or staff as needed;
- Sets appointments for designated staff;
- Processes invoices, inputs expenses into spreadsheet, monitors purchases against departmental budgets, reconciles records to general ledger reports.
- Inputs time cards in job costing system, maintains job costing system, runs job costing reports, reconciles data in job costing system.
- Prepares billings for customers, processes and receives payments, sends out statements, maintains accounts receivable records in QuickBooks;
- Maintains inventory records
- Performs basic bookkeeping as assigned;
- Prepares documents, correspondence, spreadsheets and reports;
- Inputs material purchases into job costing system, reconciles usage to purchases;
- Runs reports for fuel and parts usage from Fleet Management system, prepares departmental billings;
- Assists Shop Supervisor with time card input and fuel downloads into fleet management system.
- Performs all work duties and activities in accordance with County and department policies, procedures and safety practices.

### **Other Duties and Responsibilities**

- Backs up Office Coordinator
- May assist in Landfill office as needed
- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Customer service procedures, techniques, and objectives;
- Operation of standard and specialized office equipment;
- Proficient in Microsoft Excel and Word.
- Operation of a personal computer and job-related software;
- Preparation and maintenance of records, files, reports, court calendars, and schedules;
- English grammar, spelling, punctuation, and composition;
- Basic cash handling, bookkeeping, and accounting practices and procedures;
- Basic mathematical processes;
- Current office practices and procedures.

Ability to:

- Provide effective customer service to the public and County staff;
- Maintain inventory control functions;
- Maintain and prepare files, documents, records, and databases;
- Review files and determine their content and completeness and perform follow up work as needed;
- Operate standard office equipment, a personal computer, and program applications appropriate to assigned duties;
- Type and perform word processing and spreadsheet functions with speed and accuracy;
- Prepare documents, following a prescribed format to ensure accuracy and compliance with legal requirements and standards;
- Understand and follow oral and/or written policies, procedures, and instructions;
- Perform basic cash handling and bookkeeping functions;
- Communicate effectively both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Work well under pressure and maintain a calm and professional demeanor, under stressful or adversarial conditions;
- Maintain effective working relationships with other County employees, supervisory personnel, local elected officials and the public;
- Ability to maintain confidentiality.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required, preferably supplemented with course work in accounting, math or other business applications; and
- Two (2) years accounting, bookkeeping or clerical experience. Some customer service experience.

- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Licenses or Certifications**

- Valid Idaho Driver's License.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, prepare, and organize documents and files; and handle chemicals and maintain inventory control;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, cash register, and standard office equipment;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to work at a keyboard for an extended period of time, lift up to 25 pounds, and work in an office environment.