

## METRO Classification Description

**Title:** Administrative Specialist I  
**Job Code:** 6005  
**Pay Range:** 05  
**FLSA Status:** Non-exempt

**Bargaining Unit:** AFSCME 3580  
**Established:** 2007  
**Revised:**

### **Classification Summary:**

Perform administrative, program and customer service office support tasks according to prescribed procedures and methods, using a variety of office equipment, systems and resources. Duties are performed, initially, with close supervision and include gaining proficiency in basic Metro office systems and program skills. Duties depend on assignments.

### **Supervision Received:**

Daily oversight is received from staff within program area. Overall supervision is received from Supervisor or Manager.

### **Supervision Exercised:**

None

### **Distinguishing Features:**

The Administrative Specialist I classification is the first or entry-level of the administrative specialist classification series and is distinguished from level II by 1) performance of basic-level program, project, and committee duties; 2) beginning development of administrative skills and competencies; and, 3) gaining the ability to work more independently and as a team member.

### **Essential Functions:**

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Operates a variety of office equipment including calculators, copy machines, fax machines, and a computer to complete work.
2. Prepares and maintains various reports, records and systems. Maintains electronic and manual files and record keeping systems; files and retrieves documents as necessary.
3. Performs receptionist duties. Screens callers and visitors and directs to the appropriate staff member or department.

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4. Acts as a departmental contact or resource to communicate, exchange, correct, or verify information for the public and other Metro staff members. Responds to inquiries from the public regarding Metro services and programs.
5. Maintains office supplies and equipment.
6. Collects, organizes and tabulates data. Compiles data and performs basic statistical procedures as requested.
7. Reviews and prepares computer inputs using multiple programs and established guidelines and procedures.
8. Performs data entry and retrieval using various computer software.
9. Prepares and processes purchase orders and requisitions according to established procedures. Maintains records and updates information as necessary.
10. Inputs processes, and reconciles miscellaneous correspondence and reports using computer.
11. Opens, sorts and distributes mail.
12. Arranges and prioritizes day-to-day activities.

**Secondary Functions:**

1. Performs other related duties as assigned.

**Job Specifications:**

High school diploma or G.E.D and one year of general office and specialized customer service and problem solving experience; or any combination of education and experience that would provide the applicant with the desired knowledge, skills, and ability required to perform the job.

**Knowledge, Skills and Abilities:**

1. Knowledge of office methods used in financial and statistical record keeping
2. Knowledge of basic bookkeeping principles and practices
3. Knowledge of basic functions of manual and electronic record keeping systems
4. Ability to troubleshoot and provide quality customer service
5. Ability to accurately perform clerical and account record keeping duties
6. Ability to make accurate arithmetic calculations
7. Ability to operate office equipment, including fax machine, photocopier, computer, postage machine, calculator and typewriter
8. Ability to perform data entry and retrieval
9. Ability to use word processing and spreadsheet software
10. Ability to establish and maintain effective working relationships
11. Ability to communicate effectively, both orally and in writing
12. Ability to gain skills to work independently and as a team member

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#### **Working Conditions:**

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Duties are primarily performed in an office environment. This position may require frequent standing, fingering, talking (both in person and over the phone), sitting, repetitive motions of the hands/wrists and good general hearing ability. It may also require occasional walking, reaching, feeling, grasping, handling, and the ability to lift or carry up to 25 pounds.