

MERC
Classification Description

Titles:	Administrative Technician	Bargaining Unit:	Non-Represented
Job Code:	8016	Established:	4/1/2010
Pay Range:	215	Revised:	
FLSA Status:	Non-Exempt	EEO Category:	Technicians

CLASSIFICATION DESCRIPTION

Performs and coordinates confidential and moderately complex administrative and technical duties in areas such as accounting, budgeting, record keeping, and payroll.

DUTIES AND RESPONSIBILITIES

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

1. Ensures accuracy of charges of labor hours for show settlement by preparing, maintaining, verifying, and reconciling hours and pay rates according to collective bargaining agreements.
2. Compiles, verifies and enters data into payroll system; generates payroll reports; and researches and resolves payroll issues.
3. Assists with accounting functions by processing accounts payable and accounts receivable. Reconciles invoices, contracts, settlements and other documentation for accounts payable. Prepares invoices and other accounts receivable documentation.
4. Assists with the implementation and monitoring of assigned department expenditures.
5. Provides technical support and assistance in developing and preparing the operations budget.
6. Composes detailed letters and produces reports from brief instructions or notes; verifies, edits and formats documents and correspondence that can include confidential and proprietary information.
7. Performs research, provides technical assistance, makes recommendations based on findings under supervision. Assists with the development and standardization of procedures based on findings.
8. Assists the public, public officials and other employees in a professional and courteous manner.
9. Develops safe work habits and contributes to the safety of self and co-workers.
10. Contributes to a positive team atmosphere.
11. Has regular and punctual attendance.
12. Performs assigned duties during an emergency situation.
13. Other duties as assigned.

JOB SPECIFICATIONS

(These are any combinations of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent

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combinations of education, training and experience will be considered.)

Job Preparation

Education and Work Experience

High school diploma or G.E.D. and three years of responsible administrative and general office experience or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability required to perform the job. Some positions may have a higher level of accounting duties and may require additional education and experience in accounting functions.

Knowledge, Skills and Abilities

- Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar
- Administrative and clerical procedures and systems such as word processing, file management and record keeping
- Basic accounting, professional writing and basic report preparation
- Operate a computer using Windows based programs, such as Word and Excel
- Prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate
- Discreetly and effectively handle information of a confidential or sensitive nature
- Establish and maintain effective, cooperative working relationships with those contacted in the course of work
- Operate general office equipment such as a computer, copier, fax machine, calculator and scanner
- Operate multi-line phone system
- Work effectively with information management systems, and adapt quickly to system changes and updates
- Communicate clearly and concisely, both orally and in writing
- Work various hours, including evening, weekends, and holidays
- Apply Federal, State, and local policies, procedures, laws and regulations for respective field
- Provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, the public, and others encountered during the course of work in a courteous and professional manner
- Work in a safe manner and follow Metro safety policies, practices, and procedures
- Perform the assigned duties of the position

Special Requirements

- Successfully pass the background check and screening requirements of the organization

Tools and Equipment Used

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- All standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets

Supervision

- Supervision is received from an Executive Director

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.