



## **Administrative Support Specialist I**

Franklin County Public Utilities Department is recruiting for a Administrative Support Specialist I. An employee in this class performs a variety of clerical, records processing, data entry, program assistant and administrative support duties. Work generally requires that employees handle day-to-day activities such as information and records processing. Clerical duties are stronger than the Administrative Office Assistant in variety, complexity, and independence and requires more self-initiative in activities. Unusual situations may be referred to others for guidance. General knowledge of the department and related functions are needed. Policies may include a variety of written manuals and instructions, and for operating computer programs for billings and receivables, as well as oral instructions. Some judgment is required in selecting and applying the appropriate policies; deviations from established procedures are referred to others. Work is performed under the supervision of the Public Utilities Accountant and is evaluated through observation, conferences, and the quality and effectiveness of work completed.

### **Duties and Responsibilities:**

- Serves as clerical, data entry, or other administrative support for departmental functions and services; such as timesheets, update leave calendar, accounts payables, monthly reporting, maintains inventory, maintains fleet inventory and maintenance, and purchasing.
- Secures information via telephone or personal contact; selects appropriate materials to answer questions; may process mail for the unit; may handle confidential items and/or material.
- Inputs data into automated systems for the department; generates records, reports, and/or other departmental requirements from the data; verifies and edits data, as needed.
- Operates a computer to generate correspondence, memoranda, notes, minutes, reports or other materials;
- Uses a variety of software programs in the performance of job function; types will vary depending upon departmental assignment.
- Types a variety of materials including tabular charts and statistical materials from typed, handwritten copies; Reviews and verifies records and reports for correct information; processes applications and documents based on review and verification; files and retrieves materials based on limited information and performs periodic follow-up activities.
- Maintains activity records and files; initiates appropriate follow-up or further action based on the status of office activity.
- May handle cash transactions for the Department.
- Provides backup assistance to other roles in the Department.

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

- General and working knowledge of office practices and procedures.
- General and working knowledge and ability to use correct numbers, arithmetic, bookkeeping, grammar, vocabulary, and spelling.
- Ability to communicate effectively in person and by telephone.
- Ability to gather and give basic information and instructions on departmental procedures based on inquiries.
- Ability to learn a general knowledge of departmental operations.
- Ability to be tactful and courteous.
- Ability to gather and compile materials from a variety of sources.
- Ability to operate a variety of office machines such as a computer, copier, and others required in the position.
- Ability to use judgment in organizing and establishing priorities of the work assigned.
- Ability to record financial transactions and balance figures; ability to meet deadlines with payrolls and related actions with strict timelines.
- Ability to compile information based on general instructions.

- Ability to arrange and place records, reports and files into a proper sequence.
- Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.

**Desirable Education and Experience:**

Graduation from High school diploma and moderate experience as an office assistant, secretary, or related position; or an equivalent combination of education and experience.

**Special Requirement:**

- Possession of a valid North Carolina driver's license.
- May be required to obtain specific certifications, and attend courses, seminars and/or trainings depending upon the department assigned to.
- Must have demonstrated proficiency in the use of Microsoft Office Professional.

**Work Location:** Youngsville, NC

**Salary Range:** \$32,350 - \$33,968 **\*Salary commensurate with experience\***

**Closing Date:** Open Until Filled; First Application Review December 13<sup>th</sup>, 2021

**How to Apply:** Visit <https://www.franklincountync.us/employment-opportunities/employment-center> to complete an electronic application or to obtain a printable application.

*Franklin County is an Equal Opportunity Employer.  
The County prohibits discrimination based on race, sex, color, creed, national origin, age or disability.  
Pre-Employment Drug Screen and Criminal Background Screening are required.*