



Administrative Support Specialist II

Franklin County Parks and Recreation Department is recruiting for an Administrative Support Specialist II. Employees in this class perform a wide variety of administrative support, office management, and clerical duties. Work generally requires that employees independently handle certain activities such as information processing and referral, fiscal controls, computer systems administration, or a special aspect of a program of office activity; requires considerable tact and discretion in handling sensitive or confidential matters in the program areas. Work requires a broader knowledge of office operations in order that the role may serve as backup and at a competent level in several roles. Work requires more independence and self-initiative in assigned duties. Precedent setting situations are referred to higher level supervisors.

Duties and Responsibilities:

- Provides customer service; answers a variety of questions from the general public and assists with program registrations.
- Receives program fees and deposits cash receipts; prepares a variety of scheduled and special reports for senior management.
- Assists recreation advisor board by developing agendas, making meeting arrangements and taking and transcribing minutes.
- Assists in processing timesheets for the Department.
- Maintains the Parks and Recreation Webpage on the Franklin County Government website to make adjustments and announcements as needed.
- Orders supplies and materials and prepares requests for payment.
- Works as a team player to assist all department members as needed.
- Must be a person with the ability to multitask with little error.
- Performs related duties as required.

Knowledge, Skills and Abilities:

- Thorough knowledge of department's functions and purpose; communicates that mission to the general public.
- Considerable knowledge and ability to use official business practices.
- Considerable knowledge of working with data, figures, rates, and mathematics.
- Considerable knowledge of county function to which assigned and related policies, procedures, and regulations.
- Ability to communicate effectively and to conduct the department's business in person and by telephone.
- Ability to gather and communicate comprehensive information and instructions, based on program knowledge.
- Ability to be tactful and courteous while being persuasive and confident on County business.
- Ability to use a wide variety of software and computer technology, including the Internet, to generate work for the office assigned.
- Ability to compile information based on general instructions.
- Ability to plan and supervise the placement of records, reports, and files into a proper sequence.

Physical Requirements:

- Must be able to physically perform the basic life operational functions of fingering, grasping, talking, hearing, sitting, walking, stooping, kneeling, crouching, pushing, pulling, reaching and repetitive motions.
- This work requires the occasional exertion of up to 50 pounds of force.
- Must possess the visual acuity to prepare and analyze data and figures, to operate a computer terminal, and to determine the accuracy, neatness, and thoroughness of the work assigned. Some positions may be required to take and transcribe dictation and minutes.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Desirable Education and Experience:

High school diploma and moderate experience in an administrative support or related position including interacting with the public; or an equivalent combination of education and experience.

Special Requirement:

Must possess a valid North Carolina driver's license upon hire.

Work Location: Louisburg, NC

Hiring Salary Range: \$35,666 - \$36,558

Closing Date: November 5, 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.*