

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CONFIDENTIAL

Job Title: Administrative Specialist

Job Code: 7525

Department: Multiple Locations

Pay Grade: 3

Date: 10/6/11

BASIC OBJECTIVES

This position supports the administrative and management of matters pertaining to the day-to-day operations in the area of assigned responsibilities. Work involves a variety of complex clerical and limited administrative tasks which are related to insuring the smooth and efficient operation of the department.

JOB TASKS/RESPONSIBILITIES

1. Plans, initiates and carries to completion clerical, secretarial and quasi-administrative activities.
2. Prepares, composes, reviews and edits correspondence for supervisor's signature.
3. Prepares payroll, orders supplies, initiates purchase orders, processes payments and/or verifies items received.
4. Codes, classifies, posts, consolidates and reconciles information for reports.
5. Responds to inquiries regarding procedures, transactions or request for information.
6. Assists supervisor with time sensitive projects.
7. Tracks, maintains and/or audits information for department.
8. Follows adopted policies and procedures in accordance with School Board Policies and/or Bargaining Unit Contracts.
9. Maintains confidentiality regarding business matters.
10. Performs related duties as required or as assigned.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: bending, twisting, reaching, sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Associates Degree or an equivalent combination of education, training and experience.
2. Minimum of four (4) years of progressively responsible experience performing office clerical functions.
3. Demonstrated knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
4. Knowledge of District office practices and procedures.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to deal effectively with the public.
7. Must demonstrate competency by passing the appropriate clerical examination.