

## **ADMINISTRATIVE TECHNICIAN**

### **DEFINITION**

Performs a variety of administrative and technical duties which includes assisting with budget preparation, providing support in the County's personnel and risk management functions, handling a department-level public relations program, and/or performing other assigned technical tasks in support of department head or professional staff in various County operations.

### **DISTINGUISHING CHARACTERISTICS**

The Administrative Technician classification is a bridge classification between the advanced journey level clerical classifications and the professional Administrative Analyst classification series. The Administrative Technician is distinguished from advanced journey level clerical classifications in that the duties of Administrative Technician are technical and paraprofessional in nature and require greater knowledge and judgement. Administrative Technicians do not routinely perform clerical work. Administrative Technician is distinguished from the first level in the Administrative Analyst series in that the latter performs professional level duties in a municipal function involving the gathering and interpretation of data/information, development of options, making recommendations and reporting data dealing with complex problems, including those programs that deal with financial analysis, budget development, and accounting, community/business involvement/outreach, human resources, program management, and surveys/studies. The Administrative Technician classification provides support to these functions or independently handles work assignments of a less complex nature.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from a department head or a higher level professional or management position.

May exercise supervision over assigned staff.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Performs responsible, confidential work to support assigned department function(s) in support of department head or professional and/or managerial staff.

Evaluates office and inter-departmental procedures and makes recommendations for modifications as necessary to maintain efficient and effective office operations.

If assigned, handles or assists professional staff in recruitment and examination activities including the posting, candidate screening, advertising, scheduling, panel arrangements, hiring appointments and letters, etc. for County-wide recruitments.

If assigned, provides paraprofessional public information/public relations support at the department level by developing materials such as pamphlets, brochures, and flyers for events and activities; develop promotional and informational materials; work with media, other governmental agencies and community organizations by providing information, both in written

form and speaking in front of groups; uses social media and the departmental website to provide public information.

Reviews a variety of documents for accuracy and completeness.

Assists in developing and implementing office objectives, policies, procedures and work standards; maintains policy and procedure manuals.

Researches and compiles moderately complex information from a variety of sources for the completion of forms or preparation of reports.

Assists department head or professional staff in the risk management function by preparing appropriate forms and reports and gathering information.

If assigned, reviews and processes incoming liability claims and accident/incident reports and determines the proper departmental assignment working with a third party administrator

Oversees the proper maintenance of department records and files, including confidential employee records, in accordance with applicable laws, rules and policies.

Performs general and confidential administrative duties as needed, including but not limited to composing and preparing correspondence, reports and Board of Supervisors agenda items, maintaining lists and logs, maintaining computer databases and files, conducting studies, researching and compiling information and data, and maintaining files; reviews/follows up on employee travel and training requests and reimbursements; etc.

Enters and retrieves computer data; generates computer reports and /or spreadsheets; acts as the department's expert on department-specific software such as applicant tracking and recruiting systems.

Schedules appointments, meetings, work activities and other functions as required; uses specialized software for scheduling.

If assigned, provides assistance with fiscal, payroll, and personnel action processes/issues and operations, including but not limited to processing accounts payable and receivable, assisting with budget preparation and monitoring, maintaining petty cash funds, and preparing financial reports as required.

Provides information and assistance to County staff, department heads, other agency personnel, and the public, requiring the use of judgement and the interpretation of policies, procedures or rules; assists in coordinating activities with those of other departments and agencies as necessary.

Completes special projects as assigned.

Collects and analyzes data for various surveys, reports, and studies.

If assigned, may participate in receiving, recording, and reviewing all work-related injury claims from County employees; assists in reviewing injury reports for completeness and consistency; gathers information from physicians, department staff and witnesses; provides employees with information about their rights and benefits under Workers' Compensation laws; assists in the preparation of incident investigation reports.

If assigned supervisory responsibility, participates in the hiring, training/development, evaluation, work assignments, and disciplinary actions of subordinate staff.

Represents the department by serving on committees and teams as assigned.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Pertinent federal, state and local laws, codes, ordinances and regulations.

County and department organization, policies, procedures, and budget processes.

Modern office practices and technology, including record-keeping and filing systems, business letter and report writing, and the use of computers for word processing, spreadsheet preparation, and function-specific software.

Methods of preparing and processing various records, reports, forms and other documents specific to assigned department or program.

Standard office management and clerical practices and procedures.

Basic public relations and public information principles and practices.

Principles and practices of training and supervision.

Basic principles and practices of math, statistics, and accounting.

Financial record-keeping and reporting methods.

English usage, spelling, grammar and punctuation.

Safe work practices.

#### **Ability to:**

Understand, interpret and effectively apply pertinent federal, state and local laws, rules and regulations, and County/department policies and procedures.

If assigned, understand principles and practices of public human resources administration including recruitment and selection, risk management support duties, classification and compensation, and workplace safety,

Perform complex and varied administrative support work involving considerable independent judgment.

Develop informational and promotional materials using word processing and publishing software.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction including time-sensitive and confidential assignments

Analyze complex administrative support problems, evaluate alternatives and make sound recommendations.

Provide effective supervision and training as assigned.

Communicate clearly and concisely, both orally and in writing.

Maintain the security and confidentiality of specified records, information and files.

Use computers effectively for word and data processing and records management.

Safely operate office equipment.

Perform required mathematical computations with accuracy.

Establish and maintain effective working relationships with those contacted in the course of work.

Gather and analyze data; prepare clear and concise reports, correspondence and other written material.

Understand and follow complex oral and written instructions.

Provide effective leadership and instruction as assigned.

Assist in the preparation and administration of assigned budget and maintain accurate financial records.

Respond appropriately, effectively, and promptly to the needs of the public and other County departments.

Deal tactfully and effectively with the public and with others contacted in the course of work, including irate individuals.

#### **TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**EITHER**

**Experience:**

Current status as a permanent Mariposa County employee and at least three years in an advanced clerical Mariposa County classification.

**OR**

**Education:**

Completion of 30 semester units of college level course work in public or business administration or a closely related field.

**Experience:**

Four years of increasingly responsible administrative, business or technical experience, including frequent use of a personal computer and word processing and spreadsheet software.

**Substitution:**

One additional year of experience can be substituted for the 30 semester units of college-level course work.

**ADDITIONAL REQUIREMENTS**

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**