

**NORTHAMPTON COUNTY LOCAL GOVERNMENT  
NOTIFICATION OF POSITION VACANCY**

**June 14, 2023**

**SENIOR ADMINISTRATIVE SPECIALIST**

Northampton County is accepting applications for an opening in its Soil and Water Department. The Northampton County Senior Administrative Specialist is responsible for independently performing a variety of clerical, administrative, secretarial and front desk office support duties in support of the Soil and Water Department.

This position reports to the Soil and Water Director and is delegated the general, day-to-day management of the front desk office, assists with clerical and administrative tasks for the Soil and Water office.

PLEASE SUBMIT A RESUME AND NORTHAMPTON COUNTY APPLICATION AVAILABLE AT [www.northamptonnc.com](http://www.northamptonnc.com)

Mail applications to: Human Resources Department, Attn: HR Director, P.O. Box 367, Jackson, North Carolina 27845

Grade 63 – Normal Hiring Salary Range: \$30,426 – Negotiable  
Open Until Filled

NORTHAMPTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES ONLY U.S. CITIZENS AND LAWFULLY ADMITTED ALIENS.

NORTHAMPTON COUNTY IS A DRUG-FREE WORKPLACE. ALL SUCCESSFUL CANDIDATES WILL BE SUBJECT TO DRUG TESTING AS A CONDITION OF EMPLOYMENT.

SEE COMPLETE JOB DESCRIPTION BELOW



# Northampton County Local Government Job Description Senior Administrative Specialist

## **SENIOR ADMINISTRATIVE SPECIALIST**

### **General Statement of Duties**

Performs a variety of responsible administrative support and customer service duties requiring knowledge of departmental rules, regulations, procedures and services.

### **Distinguishing Features of the Class**

An employee in this class performs a variety of advanced journey level administrative support duties for a department or major operational unit of the County. The range of work extends from information processing, office management, and program management tasks. Work involves answering complex questions requiring a thorough knowledge of the department's regulations and procedures; handling sensitive or confidential administrative matters in the assigned program areas; maintaining or coordinating departmental records for accounts payable, payroll, time sheets; monitoring of expenditures and assisting in department budget preparation; and processing complex information for program area or department including data entry, compiling information for reports, and creating and maintaining accurate files and records. The employee is expected to have a good understanding of the department and its services to respond to inquiries, including some technical knowledge about legal requirements and processes, policies, and procedures, and may include responsibility for a specific phase of a program or office activity. Work is typically performed under the supervision of the department head or senior level manager and is evaluated through observation, conferences, feedback from citizens and staff and evaluation of the quality and effectiveness of work processes. The positions in this class are distinguished from the Administrative Specialist by a greater scope of responsibilities, the requirement for broader knowledge of the organizations policies and procedures, wider range of skills exercised and occasionally supervision of other support personnel.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks**

- Provides customer service requiring considerable knowledge of the department's services, regulations and procedures; answers a variety of questions from coworkers, public officials and the general public; secures information via telephone or personal contact; selects appropriate materials to answer questions; explains rationale of answer and often handles the inquiries independently; takes and handles routine complaints; refers precedent setting issues to others to resolve.

- Interprets complex rules, regulations, and information on the program and organization's operating standards; explains legal aspects of the office functions and its impact on citizens and the community.
- Collects and reviews data; may conduct research; compiles records and reports; creates or edit tables, spreadsheets or data bases to generate report information; maintains program files.
- Performs accounting, and budget monitoring functions for the department including monthly reports and reconciliations; purchases operating supplies and materials; compiles information for the department budget and may assist with developing a draft budget for the department; may compile information, research revenues and provide recommendations on equipment and technology upgrades; collects fees and provide receipts.
- May perform specialized financial and budget support functions such as monitoring grant funds and requesting reimbursements based on program activities, making bank deposits, producing end of month adjusting entries and assisting with projecting costs and expenditures for budget.
- Processes payroll for the department; verifies timesheets and leave records are accurate and maintains the department's personnel records and files; prepares and/or types confidential personnel reports, evaluations and disciplinary actions.
- Handles one or more specific program functions that are technical in nature and which require a specialized knowledge or skill.
- Drafts and composes correspondence and prepares for review a variety of scheduled and special reports for senior management and various government agencies; reviews and verifies records and reports for correct information; identifies potential inconsistencies and resolves discrepancies; may take and transcribe minutes for appointed boards or commissions .
- Handles confidential or sensitive technical information in an appropriate manner.
- Schedules meetings and provides meeting arrangements; may prepare meeting agendas; may make travel arrangements and process travel reimbursements.
- May take and transcribe meeting minutes for internal meetings or for appointed boards or committees.
- Receives, screens and distributes mail, documents and other materials according to general knowledge of the work unit's operations and key personnel.

### **Additional Job Duties**

May coordinate or assist with the work of others, typically in their absence.  
Performs related duties as required.

### **Recruitment and Selection Guidelines**

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

- Considerable knowledge of the department's mission, functions, regulations and practices.

- Considerable knowledge of modern office procedures and related office information technology equipment, software, and peripherals.
- Working knowledge of County ordinances, procedures and practices related to area of assignment and of the organization's administrative, personnel and purchasing procedures.
- Skill in the use of information technology equipment and associated software such as word processing, spreadsheets, and data bases used in area of work assignment including the development of forms, form letters, spreadsheets, etc to compile records and generate reports.
- Skill in communicating effectively and in conducting the department's business in person and by telephone.
- Ability to work independently on responsible administrative support tasks, some of which may be confidential or sensitive.
- Ability to independently prepare meeting agendas and confidential correspondence.
- Ability to communicate a technical knowledge of program operations and organizational programs.
- Ability to be tactful and courteous while being persuasive and confident on County business.
- Ability to compile information based on general instructions.
- Ability to establish and maintain effective working relationships with supervisors, other employees, customers and the general public.

### **Physical Requirements**

- Must be able to physically perform the basic life operational functions of stooping, kneeling reaching, standing, walking, pushing, pulling, lifting, fingering, talking, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.
- Must possess the visual acuity to prepare figures and data, do accounting work, operate a computer, read extensively and proof work performed.

### **Desirable Training and Experience**

- Graduation from college with an Associate's degree and considerable journey level secretarial experience including strong public contact; or an equivalent combination of education and experience.