HARRISBURG AREA COMMUNITY COLLEGE
CLASSIFICATION DESCRIPTION

CLASSIFICATION DESCRIPTION TITLE: ADMINISTRATIVE OFFICE SPECIALIST

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CLASSIFICATION SUMMARY: Responsible for performing confidential data entry (such as payroll), preparing reports, preparing and proofing original correspondence, performing basic accounting functions for assigned area, and conducting moderately complex research.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Provides complex, specialized administrative support in preparing and processing confidential documents, preparing and publishing legally required notices, preparing meeting agendas and minutes, maintaining departmental data and/or other related documents.

2. Provides administrative support, which includes: preparing and proofing reports, notices, and correspondence; attending meetings and taking minutes; overseeing and maintaining office filing system; prescreening mail; monitoring phones; and/or, performing other related duties.

3. Manages and maintains the department's payroll and personnel files, such as verifying and entering timesheets, processing biweekly payroll, tracking performance evaluations, and maintaining related personnel information.

4. Oversees inventory and instructional equipment repair and supply orders; ensures necessary office supplies and textbooks are available.

5. Maintains a variety of confidential files and records.

6. Assists with tracking budget and department information, such as maintaining balances, researching discrepancies, and preparing related financial reports.
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7. Organizes and maintains supervisor's calendar, including meetings, travel, and project timelines; makes arrangements for meetings and/or events.

8. Assists in overseeing department programs by reviewing forms and documents for compliance with operational policies and procedures.

9. Performs other duties as assigned.

Training and Experience (positions in this class typically require):
High School Diploma or G.E.D., and three years of progressively responsible clerical experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
Ability to accurately type 35 word per minute.

Licensing Requirements (positions in this class typically require):
- None Required.

Knowledge (position requirements at entry):
Knowledge of:
- Clerical and office support practices;
- Customer service principles;
- Recordkeeping principles;
- Mathematical concepts;
- English language, grammar, and punctuation;
- Principles and practices in area of assignment;
- Report preparation techniques;
- Inventory maintenance principles.
- Assigned department operations and functions;
- Applicable federal, state, and local laws, rules, and regulations.
**Skills** (position requirements at entry):

Skill in:
- Maintaining various confidential records;
- Operating a variety of office equipment, including a computer and related software applications, telephone, fax machine, and adding machine;
- Maintaining files and records;
- Applying and explaining applicable laws, codes, regulations, policies, and/or procedures;
- Preparing and proofreading a variety of reports and/or documentation;
- Exercising judgment and discretion;
- Using proper English, grammar, punctuation, and spelling;
- Compiling data and information;
- Recognizing problems, identifying alternative solutions, and making appropriate recommendations;
- Prioritizing work and performing multiple tasks;
- Preparing meeting agendas and minutes;
- Providing customer service;
- Working independently;
- Preparing a variety of business correspondence, records, reports, documents and forms;
- Following oral and written instructions, policies, and procedures;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**
Positions in this class typically require: fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:**
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**
Date created: (08/08/2007)
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________________________________________________________________________

Signature of Employee

Date

________________________________________________________________________

Signature of Supervisor

Date