

1826-PRINCIPAL OFFICE AND ADMINISTRATIVE SPECIALIST

Concept of class: Second-level office and administrative position. Requires the ability to work independently while performing assigned administrative services. The work is performed under established guidelines and directives.

Qualifications: High School Diploma/GED and two years of related office and administrative experience. Training/education may be substituted for some of the years of experience. Computer experience required. Specific knowledge/skills may be required.

Typical Tasks: (These examples do not include all possible tasks in this classification and do not limit the assignment of tasks in any position of this classification.)

Respond to or initiate inquiries. Explain policies and procedures.

Independently resolve procedural problems.

Assist with events and related logistics such as ordering supplies, making travel arrangements, reserve rooms, and arrange for food.

Maintain calendars and schedule meetings.

Compose and/or prepare business correspondence, memoranda, simple promotional materials or forms that require basic writing skills. May produce correspondence from dictating machine or handwritten drafts that requires technical/scientific/or medical terminology.

Prepare presentation materials for others.

Edit documents for grammar, punctuation, and style.

Maintain and create filing systems (manual/computerized).

Gather, compile, and enter data. Maintain and evaluate data for accuracy and completeness.

Sort, screen and distribute departmental mail. Process departmental mailings.

May assist with informal orientation and training of other employees on office procedures. May supervise student workers. Not a PELRA Supervisor.

Manage office supplies.

Copy and fax documents.

Handle deliveries and registrations.

Resolves minor equipment problems or arranges for repairs.