

ROWAN COUNTY
HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Administrative Technician III
Department: General
Revised : March 2000

Class : Paraprofessional
FLSA : Non-exempt

This job description supersedes any prior description for the Administrative Technician III.

GENERAL DESCRIPTION

Highly responsible administrative office procedural support work in the implementation of responsibility for one or more programs of a specialized nature or equal responsibility. Supervision may be provided to subordinates. General supervision is received from an administrative superior, who reviews work through analysis of work accomplished and through periodic conferences. This class is differentiated from the Administrative Technician II by the degree of independence, level of responsibility, and complexity of work.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Composes letters, memorandums, and reports which require independent research; prepares a variety of reports for county officials and outside agencies.

Notarizes official documents as necessary.

Assists with the preparation of the departmental budget which involves planning and arranging for the maintenance of information needed for the budget reports.

Plans, programs, supervises and monitors the work of subordinates; performs the duties of subordinates as required.

Designs and organizes filing systems.

Attends official meetings of the agency, and records minutes as appropriate.

Writes, edits, and prepares reports, speeches, or other printed materials according to well-established standards or readily available sources.

Develops and/or revises work procedures and methods, including necessary forms design.

Performs secretarial duties to an administrative superior.

Interprets and adapts guidelines to specific problems that do not have a clear-cut relationship to the guidelines.

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Prepares and enters payroll maintenance for employee status changes, deduction changes, tax withholding changes, etc.

Extends offers of employment for available positions.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of office practices, procedures, and applications.

Thorough applicable knowledge of departmental or county programs and policies.

Considerable knowledge of the basic principles of accounting.

Ability to type with accuracy at the speed required by the particular position; correct spelling, grammatical punctuation, and few typing errors; use judgement in organizing and establishing arrangement and format; and to perceive sentence and grammatical structure using technical language and to establish complicated formats from dictation or dictating equipment.

Ability to obtain Notary Public certification.

Ability to compose correspondence and other documents independently, following established guidelines.

Ability to practice effective communication techniques, both orally and in writing.

Ability to resolve problem situations; be resourceful in gathering and giving program information, schedule and coordinate a variety of appointments, meetings and conferences.

Ability to interpret program policies, rules, regulations, and procedures for departmental personnel and the general public.

Ability to analyze problem areas of work and recommend solutions to supervisor.

Ability to answer most inquires and questions independently.

Ability to establish and maintain effective working relationships with county officials, fellow employees, and the general public.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and

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lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Associate Degree in Secretarial Science, Business Administration, Accounting, or related field and three years of progressively responsible secretarial or clerical/administrative/office management experience; or equivalent combination of education and experience.

**This job description does not create an employment contract,
implied or otherwise.**