

## **Administrative Specialist**

### **JOB FAMILY DEFINITION**

This classification falls within the Administrative Support Job Family, encompassing a range of work in which incumbents are responsible for providing clerical and general administrative support to management, staff, programs, and/or projects. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

### **CLASS SUMMARY**

Incumbents, as assigned, are responsible for providing general administrative support to staff below the level of office leader, projects, and/or programs.

Work may include providing database administration; web-page support; document preparation; correspondence and report drafting; minute-taking; calendar management and meeting preparation; and support to a unit for personnel forms, invoice processing, and procurement.

### **DISTINGUISHING CHARACTERISTICS**

The Administrative Specialist class is distinguished from the Administrative Assistant in that the incumbent provides more complex administrative support to staff below the level of office leader, and/or to projects and/or programs at the unit-level or internal to the Judicial Council; and/or provides administrative support as an individual contributor to a large database such as, but not limited to, updating information, inputting data, coordinating maintenance, troubleshooting with technology staff, and extracting routine, pre-designed reports.

The Administrative Specialist is distinguished from the Administrative Coordinator in that the work performed by the Administrative Specialist involves general administrative support to staff below the level of office leader, and/or to projects and/or programs at the unit-level or internal to the Judicial Council, while the Administrative Coordinator performs multiple logistics and coordination activities in support of conferences, events, specialized programs, and/or judicial branch advisory bodies, frequently working with external judicial branch stakeholders.

An incumbent is expected to exercise discretion in establishing work priorities and tasks so that established deadlines are met within general supervisory guidance.

**EXAMPLES OF ESSENTIAL DUTIES** *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Provides general administrative support to staff below the level of office leader, projects, and/or programs, as assigned.
- Calculates and tabulates data, identifies operational issues with regards to database administration, and recommends solutions, as assigned.
- Processes fees, payments, and contracts; processes invoices as assigned.
- Makes travel arrangements for instructors, advisory body members, and other Judicial Council officials; prepares, processes, and tracks reimbursements; researches and resolves related problems.

- Supports the administration of a large database or web-page, including, but not limited to, updating information, inputting data, coordinating maintenance and troubleshooting with technology staff, and extracting routine, pre-designed reports.
- Provides general administrative support to projects and represents unit as administrative support liaison, as assigned.
- Drafts, proofs, processes, distributes, and tracks correspondence and forms; develops templates and forms; posts approved documents on the internet, as assigned.
- Prepares complex documents, brochures, reports, contracts, and/or presentations from notes and/or general direction.
- Maintains complex files, records, and/or logs.
- Provides training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

#### **EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES** *(Illustrative Only)*

Positions assigned to General Administrative Support to a specialized program or project may be responsible for:

- Tracking regulations, monitoring activities, processing data and forms; identifying compliance and non-compliance for supervisory review;
- Tracking and reporting expenditures; preparing invoices, as assigned;
- Communicating with service providers, as assigned;
- Preparing reports; and
- Assisting with the clerical aspects of procurement activities, as assigned.

Positions assigned to Database Administration may be responsible for:

- Maintaining and updating databases;
- Performing administrative user activities beyond simple data entry;
- Preparing standard queries and reports; and
- Working with technical staff to address database issues.

#### **MINIMUM QUALIFICATIONS**

##### **EDUCATION AND EXPERIENCE**

Associate's degree and one (1) year of administrative support, database maintenance, or meeting/event planning experience. Additional directly related experience and/or education may be substituted on a year-for-year basis.

OR

Two years as an Administrative Assistant with the Judicial Council of California or two years of experience performing the duties of a class comparable in the level of responsibility to that of an Administrative Assistant in a California state government entity.

##### **LICENSING AND CERTIFICATIONS**

- None

##### **KNOWLEDGE OF**

- Modern office procedures and administrative support methods;

- Event, conference and meeting planning and logistic methods and practices, as assigned;
- Database user administration;
- Filing and recordkeeping principles and records management methods;
- Basic procurement practices, rules, and regulations, as assigned;
- Basic budgeting, as assigned;
- Customer service principles;
- Databases and software applications, as assigned;
- Basic arithmetic concepts;
- Proper English grammar, punctuation, and spelling;
- Applicable business equipment and desktop applications; and
- Applicable work rules and policies.

### **SKILL IN**

- Coordinating multiple logistical tasks and multiple events, conferences and meetings, as assigned;
- Establishing priorities and meeting assigned deadlines;
- Taking minutes and summarizing meetings, as assigned;
- Developing knowledge of Judicial Council advisory body structure and operating practices, as assigned.
- Processing and monitoring basic financial transactions, as assigned;
- Preparing complex documents including, but not limited to, reports, forms, and presentations;
- Proofreading documents for accuracy, as assigned;
- Providing attention to detail;
- Identifying errors and making corrections;
- Organizing and maintaining records and files;
- Maintaining confidentiality of records and information;
- Providing customer service;
- Exercising tact and diplomacy;
- Utilizing a computer, relevant software applications, and/or other equipment, as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

### **WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS**

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, walking, reaching, standing, grasping, pushing, pulling, lifting, fingering, kneeling, crouching, stooping, seeing, hearing, talking, and repetitive motions.

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 move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents generally work in a typical office environment with adequate light and temperature.

**Please Note:** *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*