

# CLASSIFICATION SPECIFICATION

## Administrative Technician

FT/PT Class Code: 4040, 4540      Pay Grade: B/C 06      FLSA: Non-Exempt      Rev. 07/01/14

**SUMMARY STATEMENT:** An incumbent is responsible for providing technical support services, typically to an administrative or technical supervisor.

### NATURE AND SCOPE:

An incumbent in this class functions with general supervision and is responsible for providing technical services and assisting in limited areas of operation. Assignments require evaluative thinking and are carried out in accordance with standard practices and general instructions. An incumbent may perform any combination of the below listed accountabilities.

### PRINCIPAL ACCOUNTABILITIES:

***An incumbent may perform any combination of the below listed accountabilities:***

1. Prepares routine reports and documents, and may keep expenditure records relative to inventory, purchases, payroll, registration, financial aid/work study forms.
2. Serves as liaison between the supervisor and faculty, staff, students, vendors, and the public.
3. Assists students in matters such as financial aid/work study, industrial training, continuing education, and business services.
4. Responds to verbal and written requests from the public, vendors, staff, and others for information.
5. Formats and types documents, e.g. memos, letters, forms, and reports, and performs other general administrative support duties, such as filing, answering the telephone, etc.
6. Performs other related duties as required.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of principles and practices of organization, planning, research, and general administrative support.
- ◇ Knowledge of practices and procedures of unit, e.g. payroll, personnel, financial aid/work study, inventory, and purchasing.
- ◇ Skill in operating a variety of office machines and equipment, including computer terminals, typewriters, copiers, calculators, and telephone systems.
- ◇ Ability to communicate effectively with staff, students, and the public.
- ◇ Ability to coordinate a variety of support services as directed.

**KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:**

- ◇ Ability to apply and explain rules, regulations, policies, and procedures.
- ◇ Proficient keyboarding, and word processing skills.
- ◇ Good communication skills.

**MINIMUM QUALIFICATIONS:**

- ◇ High school diploma or GED, and two (2) years of relevant experience; or other equivalent combination of education and experience.