

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**ADMINISTRATIVE SPECIALIST**

Civil Service Status: Exempt Probationary Period: At-Will Classification Series: Support Staff/Secretarial/Office Series FLSA Status: Non-Exempt	Bargaining Unit: Non-Represented Employees Approved by City Council: December 3, 2012 Resolution No.: 2012-66
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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision, performs a variety of moderate to highly complex clerical duties for a department; assume significant functional responsibilities directly related to the department assigned; conducts special surveys, studies and analysis; assists the public by answering inquiries; performs related work as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Interacts with City staff and the general public;
- Respond to employee and public inquiries and complaints; resolve problems or provide required information;
- Types a variety of materials from notes, rough drafts and verbal instructions;
- Prepare, process and perform administrative support duties related to assigned department;
- Assist in the coordination of departmental activities with other City Departments, divisions, and with outside agencies;
- Provide basic research assistance to the department assigned;
- Operates a variety of modern office equipment including PC and related software;
- Update and maintain the Police Department website as well as other social media outlets;
- Provide crime statistic reports;
- Posts records and maintains files;
- Receives and screens office mail and phone calls and arranges appointments;
- Orders and maintains office supplies;
- Prepare and process invoices, collection reports, check request and purchase orders;
- Performs other related duties as assigned or as situation requires.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Good customer service practices;
- Basic practices in file research and document organization in a computer application;
- Correct grammatical usage, punctuation, spelling and vocabulary;

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(Continued)

- Clerical office procedures;
- File, research and document organization in computer applications;
- Municipal Government technology;
- Business letter writing and business forms.

**Skills:**

- Maintaining accurate records and filing systems;
- Possess skills in word processing, correspondence, spreadsheets, and reports using a personal computer and word processing software application;
- Mathematical calculations such as addition, subtraction, multiplication and division;
- Type/word process 45 words per minute accurately.

**Ability to:**

- Comply with meeting positions requirements;
- Understand various documents to be processed and analyzed;
- Exercise independent judgment using discretion in making decisions based on standard policy or procedure;
- Independently manages a large volume of documents with a high degree of accuracy;
- Work independently under minimal supervision;
- Prepare reports and maintain records;
- Communicate effectively verbally and in writing;
- Serve the public with tact and courtesy;
- Function in a team oriented environment;
- Effectively handle stressful situations;
- Format information such as lists, tables, documents, correspondence, etc.
- Handle confidential information with discretion;
- Maintain a filing system;
- Maintain accuracy while performing routine repetitive tasks;
- Willingness to work overtime as requested;
- Establish professional working relationships and resolve interpersonal conflicts.
- Operate modern office equipment, a PC and related software;
- Sort and verify statistical and other financial record data;
- Organize and prioritize, and follow-up work assignments;
- Observe safety principles and work in a safe manner.

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**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination) supplemented by course work in computer applications, business practices and procedures. Attainment of an Associate of Arts Degree or higher from an accredited college or university is highly desirable.

**Experience:**

- Three (3) years of clerical office experience including word processing, typing and public contact.

**License or Certificate:**

- A valid California Class C Driver's License and a satisfactory driving record;
- May be required to obtain a Notary Public License.

**Physical Requirements:**

- Must meet approved physical and pre-placement medical standards for the position including a full background check and polygraph examination.

**Bilingual Pay:**

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.