

Administrative Specialist: Operations Specialist I

Performs variety of activities in support of Operations. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance work flow. Provides data and information to others on functional unit processes and procedures.

Knowledge

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job. Excellent verbal and written communication skills.

Supervision Received

Close supervision involving detailed instructions and constant checking on work performance.

Consequence of Errors

Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

Contacts

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

Work Products (Examples may include but are not limited to)

Performs administrative assignments of a clerical and non-clerical nature. The scope of duties includes working knowledge of spreadsheet and word processing software. Screens and directs incoming and outgoing correspondence and responds as appropriate to routine communications. May draft responses to non-routine communications. Performs varied administrative duties for managers, including locating and obtaining information from various sources within or outside the company, arranging conferences and appointments, receiving visitors, determining proper disposition of or composing routine replies to correspondence not requiring the attention of supervisor and associating related information with material to be referred to supervisor.

Minimum Education and Experience

Entry Level. 0+ years of directly related experience with an Associate's Degree in Business Administration or a related field. Basic Outlook, MS Word, PowerPoint and Excel skills.