

Administrative Specialist Position

Yellow Medicine County is hiring a part-time (25 hours/week), Administrative Specialist to work in the Family Service Center (Child Support Unit). This position requires work with complex computer systems and general office and receptionist duties. Minimum requirements: high school diploma/GED, experience working with the public, proficiency in computer skills and clerical experience. Starting salary range is \$20.96/hr.-\$29.01/hr. DOQ. Paid Time Off and Retirement benefits. The position is open until filled with the first review of applications on September 18, 2024. Send county application to Human Resources, 180 8th Ave., Granite Falls, MN 56241. Application and job description available at www.co.ym.mn.gov. Inquiries call Human Resources at 320-564-5841. EOE

Administrative Specialist Family Services



Department/ Division:	Family Services
Supervisor:	Family Services Director
Supervision:	Non-Supervisory
Union Status:	Non-Union
FLSA Status:	Non-Exempt
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Prepared by	DDA Human Resources, Inc.

General Definition of Work

Performs intermediate skilled clerical work providing clerical, receptionist and administrative support services in the Family Services Department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties and Responsibilities

Essential Functions (*Note: individual positions in this class perform selection of below functions.*)

- A. Provides administrative support: handles correspondence, schedules appointments, records messages, maintains files, performs data entry, copies and assembles information, proofs documents and performs similar clerical/administrative support duties.
- B. Performs receptionist functions; receives telephone calls and visitors, provides general information, directs to appropriate staff.
 - B.1. Assists clients with applications and department services.
 - B.2. Receives and records payments.
- C. Initiates contacts with clients and others to gather and record information.
- D. Receives, sorts and handles incoming mail; prepares outgoing mail.
- E. Processes information, audits case information and prepares reports.
- F. Updates and maintains computer files.
- G. Facilitates and schedules client medical transportation.
- H. Prepares packets of information for clients.
- I. Scans documents.
- J. Transcribes recorded interviews.
- K. E-files court documents.
- L. Completes special projects and coordinates programs on behalf of the Director.

Additional Functions

- A. Attends trainings, conferences, and seminars.
- B. Performs other duties as assigned or apparent.

Qualifications

Administrative Specialist Family Services

Minimum Qualifications

- A. High School Diploma or equivalent.
- B. One-year relevant work experience.
- C. Valid Driver's License.
- D. Equivalent combination of education/training/experience.

Knowledge, Skills and Abilities

- A. Knowledge of office practices, procedures, equipment and administrative techniques.
- B. General knowledge of departmental organization, procedures and programs.
- C. Ability to maintain records and prepare reports.
- D. Ability to operate personal computers and software.
- E. Ability to communicate effectively in both oral and written forms.
- F. Ability to perform work subject to general instructions, established routines and procedures with supervision of progress and results.

Physical Demands & Working Conditions

- A. Work is primarily performed in an office setting. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury. Work is light duty and sedentary with ability to lift, carry or push up to 10 pounds.
- B. This position may be intermittently exposed to offensive language.
- C. This position performs work under attention to detail and deadlines.

Equipment Utilized

- A. Office equipment, computer hardware and software.

This document does not create an employment contract, implied or otherwise. The County Board, County Administrator or appropriate Elected Official retains the discretion to add duties or change the duties of this position at any time.

Yellow Medicine County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.