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## REGIONAL SERVICES SPECIALIST

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**PAY GRADE**

**09 - 11**

**SALARY RANGE**

**\$16.73 – \$24.29**

**FLSA STATUS**

**Non-Exempt/Exempt**

### GENERAL DESCRIPTION

Performs routine (journey-level) administrative, clerical, and finance support work for the Regional Services Department. Work involves performing detailed assignments in recording, classifying, examining, and verifying financial records, documents, or reports. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED

- Files and maintains supplies, forms, records, and reports.
- Provides general administrative support duties including scheduling appointments, managing office supplies, handling incoming/outgoing mail, and coordinating with other departments.
- Records daily financial transactions and assists with preparation of various financial reports.
- Prepares documents for data entry and enters data into various databases.
- Develops, organizes, and maintains meeting agendas, notes, and minutes.
- Prepares and reviews correspondence, reports, purchase orders, summaries, manuals, records, and other related forms for completeness and accuracy.
- Assist with planning and preparation of meeting/event materials.
- Assist with the execution and facilitation of meetings/events.
- Performs other duties as assigned.

# **GENERAL QUALIFICATION GUIDELINES**

## **EXPERIENCE AND EDUCATION**

High school graduate. Associates Degree preferred.

1-2 years of administrative/clerical work experience preferred.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Experience and education may be substituted for one another.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficient in Microsoft Office Suite, Adobe Acrobat Pro DC, or similar software.
- Knowledge of basic office practices and administrative procedures such as dictation or recording of meeting minutes, proofreading, and editing.
- Knowledge of local government or non-profit administration and maintenance.
- Excellent verbal and written communication skills.
- Excellent multitasking, problem solving, and time management.
- Ability to communicate with the public via telephone, email, and in-person.
- Ability to greet visitors, clients, and colleagues in a friendly and courteous manner.
- Ability to organize and prioritize work.
- Ability type at least 60 WPM

**By signing below, I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.**

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**Name**

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**Date**