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## PART-TIME ADMINISTRATIVE SPECIALIST I

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Created 6/2025

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Department: County Attorney  
Reports To: County Attorney

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### Position Summary

Under the supervision and direction of the County Attorney, the Administrative Specialist I is a non-exempt, part-time position under the FLSA that performs routine clerical and office duties. Work involves filing and scanning documents and assisting other staff members. The Administrative Specialist I may have continual public contact. Information in this office is of a confidential manner.

### Essential Functions

- \* Files legal documents, correspondence, and similar materials;
- \* Organizes and preps documents to be scanned;
- \* Scans documents and verifies scanned documents are complete and legible;
- \* Electronically labels files appropriately and saves in proper designated locations;
- \* Stores or destroys documents once they are scanned in accordance to the record retention schedule;
- \* Assists with answering the telephone and public inquiries;
- \* Assists with Court dockets;

### Marginal Functions

- \* Assists other staff members, as needed.
- \* Other related duties as deemed necessary or as assigned.

### Minimum Position Requirements

Experience: At least one year of office experience is preferred.

Education: High school diploma or GED.

Skills: Excellent computer skills and good working knowledge of filing systems. The ability to review, interpret, and follow instructions. Excellent interpersonal and communication skills required. The ability to operate a typewriter, calculator, copy machine, computer, and other related office equipment.

**Part-Time Administrative Specialist I**  
**County Attorney's Office**

**Minimum Position Requirements, continued**

Problem Solving: Problem solving exists in this position in relation to the performance of daily duties.

Decision Making: Limited decision making exists in this position.

Accountability: Documents may contain sensitive information and must be handled with total confidentiality and care.

Supervision: Supervision is provided by the County Attorney and job-related decisions are reviewed. Employee has no supervisory responsibility over subordinate personnel.

Personal Relations: Employee in this position may be working alone or with other employees in the department. Employee may have continual interaction with the public.

Working Conditions: No adverse working conditions exist in this position.

Physical Requirements: Work is sedentary in nature and is performed at a desk the majority of the time. A lot of time may be bending and reaching for filing documents and standing at the scanner. Picking, punching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling. The ability to enter large volumes of data in the computer. Ability to lift large/heavy books and climb a ladder. Ability to lift boxes of records up to forty (40) pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.