

**Benton County Classification Specifications**

Classification Series/Occupational Group: Clerical & Administrative Classification Title: <b>Administrative Specialist</b> DBM Range: B21-B23 # of Subgrades: 3 FLSA: Non-exempt.		<b>Class Description:</b> The class is the second of two levels in the Clerical & Administrative Support series. Incumbents are responsible for performing advanced administrative duties in support of a department, division, executive, or specialized program that could include; assisting with the implementation of department goals, objectives, strategies, and policies; performing technical application and/or permit processing; tracking and auditing records; preparing and modifying routine and non-routine reports; processing medical records; conducting legal research and preparing a variety of court documents; planning and coordinating the work of lower level support staff; overseeing the scheduling of regular and special events; and conducting a variety of administrative projects and research. Following are descriptions of the competency levels:			
Characteristics	Work Diversity	Complexity	Knowledge	Responsibility	Classification Level Distinctions
Subgrade 1	<b>Primarily Homogenous:</b> Major job responsibilities are considered relatively homogenous requiring the application of similar knowledge, skills and abilities. Certain assignments may require the conduct of more diverse work.	<b>Standard:</b> Most difficult job responsibilities typically performed for less than 50% of the employee's time.	Possesses and applies a broad knowledge of principles, practices, and procedures of a particular field of specialization to the completion of assignments for a defined function.	Usually works with limited supervision. Assignments are broad in nature, requiring some originality and ingenuity.	Applies some advanced skills to the position; may adapt procedures and processes; resolves most questions and problems.
Subgrade 2	<b>Primarily Heterogeneous:</b> Major job responsibilities exhibit a moderate degree of diversity often requiring the application of divergent areas of knowledge, skills and abilities.	<b>Significant:</b> Most difficult job responsibilities generally account for 50% or more of the employee's total work time.	Possesses and applies comprehensive knowledge of a field to the completion of significant assignments impacting multiple functions or operations within the County.	Plans and conducts assignments with minimal oversight and/or review. Recommends changes in procedures to assigned area.	Applies advanced skills appropriate for the position or specialization; adapts procedures and processes as necessary; assignments are broad in nature and usually require originality and ingenuity.
Subgrade 3	<b>Heterogeneous:</b> Major job responsibilities exhibit an advanced degree of diversity often requiring the application of divergent areas of knowledge, skills & abilities.	<b>Significant:</b> Most difficult job responsibilities s generally accounts for 50 % or more of the employee's total work time.	Possesses and applies comprehensive knowledge of a field to the completion of significant assignments impacting multiple operations.	Plans and conducts assignments with limited supervision and/or review. Recommends major changes in procedures to assigned area.	This level typically reports to administrator level position or the Board of Commissioners.