

CENTRAL SERVICES ADMINISTRATIVE SPECIALIST

KIND OF WORK

Administrative work providing inventory/stores or mail services. (Employees in this class spend at least 60% of their time doing inventory/stores or mail work.)

NATURE AND PURPOSE

Under general supervision, orders, stores and issues supplies to support an agency's operations; or sorts and distributes incoming Federal and state mail and prepares outgoing mail. The Specialist typically provides services for a smaller agency, division or local service center and works under clearly defines processes or receives assistance from higher level inventory/stores or mail staff. At this level, incumbents may provide training, technical assistance and work direction to students, inmates, volunteers and/or residents.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Takes inventory, maintains stock records and prepares reports showing supplies received and issued.

Stocks shelves and distributes supplies to agency staff.

Sorts and distributes incoming Federal and state incoming mail. Sorts and prepares all outgoing Federal and state mail.

Collects and exchanges information and responds to questions from internal customers (agency employees who receive incumbent's services) by phone, in-person or e-mail.

Prepares requisitions and purchase orders for approval.

Trains, provides technical assistance and work direction to students, inmates, volunteers and/or residents.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Record keeping systems sufficient to record inventory and supplies that are received and issued.

General office practices.

Federal and state postal regulations sufficient to process all types of mail.

Central Services Administrative Specialist

Class Specification

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Inventory and stores practices.

General mail and/or stores equipment.

Basic math sufficient to calculate and record mail/inventory data.

Ability to:

Use good human relations skills to interact with others (common courtesy, tact, interest in positive problem solving, empathy and logical organization of ideas).

Understand and effectively carry out oral and written directions.

Handle physical tasks such as lifting, moving materials, stacking and retrieving materials.

Est.: 7/97

Rev.:

T.C.:

Former Title(s):