

Amendment III: Administrative Specialist – Engineering

The following is a list of criteria that must be met in order to be considered for a promotion from an Administrative Specialist I within the Engineering Department, to an Administrative Specialist II. Along with the listed criteria, the individual is expected to perform the Administrative Specialist I duties for a minimum of two years before being eligible to request a reclassification or receive a promotion. Reclassifications are not automatic after two years and must be requested through the process stated in the Personnel Policy or recommended by the Department Head. The listed duties are not all encompassing and may change.

Engineering Administrative Specialist I

- Operate under close supervision
- Composing and editing correspondence
- Basic data entry, filing, record keeping and word processing
- Order and stock office supplies
- Answer phone calls, call routing, check voicemail, return calls when required
- Route internal calls
- Check and distribute mail
- Take in Permit Application
- Take in Payments
- Accurately create and file documents
- Forward customer issues and complaints to supervision

Engineering Administrative Specialist II

- Operate under moderate to little supervision
- Specialized research tasks
- Research and investigate complaints and routing issues to the appropriate departments
- Resolve customer complaints
- Review, compile and maintain regulatory reporting data and files
- Generate and process Engineering contracts
- Prepare for meetings and note taking
- Advanced records management
- Public records requests
- Schedule and gather public works inspections
- Update web page when needed
- Department Monthly Reports
- Accurately navigate ArcGIS, Assessors, and Caselle.
- Compile all documents to successfully submit a permit.
- Print necessary documents to FCC
- Correctly input permit information in Smart Gov.
- Run in of day deposit reports
- Assist in Water Rights application process
- Records Retention