



Functional Job Description

Identification

Position Number: 22097597

Revision Date: 1-28-22

Internal Title: Administrative Specialist III

OPM Title: Administrative Specialist III

Division: Division of Services for the Blind

Grade: GS04

Senior/Hiring Manager: Sherlyn Harris

Class Code: C056C

Funding Source:(90%) Federal (10%) State

Cost Center: B520419410

Position Summary

The Administrative Specialist III will function as Administrative Specialist III. This Administrative Specialist III is an Administrative Assistant to the Quality Assurance Manager. This position is responsible for coordinating office activities, researching and preparing special reports, and developing, revising, and recommending administrative policies and procedures as directed by the supervisor. This position is governed by state and federal laws and agency policy.

Education and Professional Work Experience

Minimum Qualifications

The formal education equivalent of a high school diploma, plus one year of specialized training in business management, business education, or a related field, plus four years of experience in a specialized or a related field applicable to work performed.

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of mathematics and statistics.

Knowledge of research and analysis techniques and methods.

Knowledge of work-related subject area.

Knowledge of computers and software applications.

Ability to prepare, present, and review oral and written information and reports.

Ability to research and analyze related work program information.

Ability to develop, recommend, interpret, and apply policies and procedures.

Ability to analyze financial records and prepare reports.

Ability to plan, organize, and direct the work of others.



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Job Responsibilities and Expected Results

Key Business Processes/Duties

1. Coordinates assignments from the DSB Quality Assurance section to other staff and maintains the QA calendar.
2. Composes, types and produces material as directed.
3. Maintains archives and indexes of DSB Quality Assurance section, Procedures and Directives.
4. Coordinates travel arrangements and related reimbursements for DSB Quality Assurance section.
5. Create closure sets for Area Supervisors
6. Files and retrieves records both electronically and in print.
7. Prepares ad-hoc reports, under the direction of the Quality Assurance section, as needed for DSB management.
8. Reset passwords in AWARE for staff.
9. Acts as assistant to DSB Director or Assistant Director when the Director's or Assistant Director's assistant is absent.
10. Update CPT codes in AWARE.
11. Create applications and case review sets in AWARE Training Environment for training and testing.
12. Archives protects and oversees timely destruction of confidential and other records in compliance with department policy.
13. Maintain purchase request for supplies and verify 8004 for travel.
14. Provide technical assistance and information to DSB Quality Assurance section.



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15. Serves as an alternate in the telephone pool.
16. Oversees vehicle reservation process for section and reserves vehicles for Quality Assurance section as requested.
17. Oversees facility reservation process for section and reserves facilities as necessary for Quality Assurance section.
18. Oversees DSB employee and other sections' usage of DSB space and common areas.
19. Plans and oversees Quality Assurance section event activities.
20. Performs other duties as assigned.