



## Functional Job Description

### Identification

---

Position Number: 22097597

Revision Date: 09/12/2022

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 an 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 three years of experience in a specialized or a related field.

#### *Knowledge, Skills, and Abilities*

- Knowledge of applicable laws and regulations.
- Knowledge of computers and software applications.
- Knowledge of basic accounting principles.
- Knowledge of filing and recordkeeping procedures.
- Knowledge of customer service principles.
- Ability to perform data entry.
- Ability to compose and edit correspondence, reports, and other documents.
- Ability to make decisions within prescribed boundaries.



## Functional Job Description

- Ability to coordinate, instruct and review the work of others as a lead worker or to serve in a supervisory capacity.

## **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. Maintain consumer satisfaction surveys and records results.
5. Coordinates travel arrangements and related reimbursements for DSB Quality Assurance section.
6. Create closure sets for Area Supervisors.
7. Files and retrieves records both electronically and in print.
8. Prepares ad-hoc reports, under the direction of the Quality Assurance section, as needed for DSB management.
9. Reset passwords in AWARE for staff.
10. Acts as assistant to DSB Director or Assistant Director when the Director's or Assistant Director's assistant is absent.
11. Update CPT codes in AWARE.
12. Create applications and case review sets in AWARE Training Environment for training and testing.
13. Archives, protects & oversees timely destruction of confidential and other records in compliance with departmental policy.
14. Maintain purchase request for supplies and verify 8004 for travel.
15. Provide technical assistance and information to DSB Quality Assurance section.
16. Serves as an alternate in the telephone pool.
17. Oversees vehicle reservation process for section and reserves vehicles for Quality Assurance section as requested.
18. Oversees facility reservation process for section and reserves facilities as necessary for Quality Assurance section.
19. Oversees DSB employee and other sections' usage of DSB space and common areas.
20. Plans and oversees Quality Assurance section event activities.
21. Performs other duties as assigned.