# Senior Office Specialist - Hourly

**Grade: 3**

**FLSA: Non-Exempt**

**Date: 6/00**

**Job Summary:** Performs a wide variety of administrative and volunteer program support tasks for the Retired & Senior Volunteer Program with the St. Mary’s County Department of Aging & Human Services. Also performs other duties as assigned.

**Essential Functions:**

1. Manages a large-scale volunteer database to include reviewing and entering data from volunteer time sheets and resolving issues related to volunteer hours reporting;
2. Compiles, tracks, and manages data from client survey reports;
3. Ability to develop spreadsheets and generate volunteer and program reports;
4. Tracks, monitors, and ensures completion of federal paperwork reporting requirements;
5. Answers in-coming calls and re-directs appropriately; answers public inquiries;
6. Assists with volunteer interviews/placements and volunteer station site visits;
7. Assists with preparation and execution of several large-scale public events;
8. Assists with meeting preparation and meeting minutes;
9. Types and copies correspondence; maintains office logs, records, and files; receives and delivers office correspondence, mail, and packages;
10. Maintains and orders office and program supplies;
11. Tracks expenditures, paid invoices, and account balances;
12. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Excellent computer and database management skills;
2. Excellent customer service and public relations skills;
3. Excellent organizational and file maintenance skills to meet federal requirements;
4. Excellent math and language skills;
5. Ability to track and meet strict deadlines on an ongoing basis;
6. Ability to gain good working knowledge of federal program requirements and regulations;
7. Ability to work independently with minimal supervision;
8. Ability to prepare and distribute meeting minutes;
9. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
10. Ability to act as a representative of St. Mary’s County Government to the public;
11. Ability to operate office equipment – copier, fax machines, multiple phone lines; scanner;
12. Ability to effectively communicate with other staff members;
13. Ability to operate relevant technology, including typical office administrative software as well as Volunteer Program software and County financial software.

**Education and Experience:**

1. Minimum High school diploma or G.E.D.; some college/continuing education preferred
2. Six months or more of related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires moderate physical effort in the handling of light materials or boxes in non-strenuous work positions up to 30 pounds.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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Department Head Date

Your signature below indicates that you have received a copy of this position description.

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Employee Date