



JOB DESCRIPTION

Position Title: Administrative Specialist
Department: NMI Board of Nursing

Description of Position:

The primary responsibility for this position is to assist the Administrative Director with various office tasks. The employee in this position must be organized and present a pleasant, business-like demeanor to callers and visitors. This includes answering phones, receiving the public, providing customer assistance, data processing, and accounting to contribute to an efficient office operation in support of management or specialized program. A skilled and responsible administrative position requiring attention to detail and communication skills working in a small, fast pace office environment where separation of duties for internal control is necessary.

Duties and Responsibilities:

- Responds to basic requests for information and routine questions in person and through written correspondence.
- Responds to inquiries regarding services or information; directs individuals to appropriate personnel as necessary to resolve concerns and complaints.
- Pre-review applications and ensure form(s) is completed properly and requirements are submitted accordingly.
- Communicate effectively in writing, oral and with others to understand and convey information, in a manner consistent with job functions.
- Prioritize and resolve inquiries (phone, e-mail and in person).
- May provide lead direction for support staff.
- Exercise independent judgement and initiative and carry out job functions with or without direct supervision or instructions.
- Work effectively under time constraints to meet deadlines and manage a number of different tasks concurrently.
- Completes budgeting and/or financial tasks including reconciling purchases, receipt and/or invoices. Makes simple postings to accounts.
- Maintain acceptable attendance standards.
- Performs other duties as assigned.

Minimum Qualification Requirements:

- Any combination equivalent to graduation from an accredited college with an Associate's degree and 3-4 years of related experience or a high school graduate with a minimum of six year experience of administrative support experience of increasing variety, complexity, and demonstration of work leadership.
- In-depth knowledge of accounting, department policies, procedures, and goals as well as administrative support in completing complex tasks.

- Demonstrates an understanding of basic leadership approaches such as work scheduling, prioritizing, and coaching.
- Demonstrated the ability to gain the confidence and cooperation of peers.
- Ability to juggle multiple tasks and meet demanding deadlines.
- Must be self direct and able to take initiative.

Pay Level:

Ungraded: \$26,000 to \$30,000 per annum.