

ADMINISTRATIVE TECHNICIAN III
=====**DEFINITION**

Under general direction performs advanced level para-professional and technical work involved in the development, coordination and execution of administrative operational activities of assigned specialized areas; performs other related work as required.

DISTINGUISHING FEATURES

Positions allocated to this class are assigned to designated specializations such as payroll, human resources, legal services, risk management, crime analysis, and development services financial transactions. They perform advanced level paraprofessional and technical work involved in administrative operations and may serve as a functional area coordinator, an assistant to a program manager, or as a specialist in a functional area. Incumbents receive general supervision from higher level management, and may provide lead direction to a group of clerical employees. Incumbents are expected to work with high degree of independence. Work in the class is distinguished from that of lower classes by the full level of initiative, responsibility, and accountability involved. Certification of eligibility will be issued according to designated specialization and is not transferable to other specializations. Actual responsibilities will vary according to assigned specialization.

EXAMPLES OF DUTIES

1. Plans, organizes, coordinates and performs functional area activities; reviews and monitors work, establishes procedures and forms, and develops and maintains procedural manuals; coordinates and may perform related statistical and clerical work, including typing, word processing, and data entry.
2. Facilitates and promotes integration of work related to assigned functional areas; initiates and oversees collaborative work with other departments and divisions.
3. Identifies, establishes, and implements operational schedules and methods.
4. Establishes and maintains various records and complex record keeping systems, including specialized technical computer applications.
5. Conducts various audits, verifies and reconciles data and information, and researches discrepancies.
6. Performs complex computations.
7. Operates a variety of machines and equipment; performs technical staff work pertaining to the operation and maintenance of specialized equipment including development and maintenance of specialized software applications.
8. May assist in providing staff support to various boards and commissions; compiles agendas and assembles minutes and reports.
9. Researches and prepares a variety of reports, statements and /or logs.
10. Provides technical information and instruction regarding applicable procedures and methods; may conduct or coordinate in-service training; maintains knowledge of applicable laws and procedures; interprets and explains rules and regulations; answers questions and resolves problems or complaints.
11. Recommends and participates in implementation of goals and objectives; establishes schedules, methods and procedures; implements established policies and procedures.
12. May assist in budget preparation and administration.
13. Provides lead direction to ensure effective operation of assigned functional area/s; plans, assigns, performs, oversees and reviews related work.
14. May supervise and train assigned staff.

Examples of Specialization

1. Setting up payroll controls; computing and entering payroll related information; determining cost allocations and payroll taxes; calculating wage assignments; preparing exception reports.
2. Coordinating various human resources activities including salary administration, compensation, labor relations, employment recruitment and testing, general benefits administration, health and welfare benefits administration, and mandated reporting.
3. Coordinating and executing various risk management activities as well as administration of workers' compensation; overseeing and monitoring functions of the third-party administrator in the medical management of workers' compensation cases; integrating employee workers' compensation payments and use of leave banks; and overseeing and coordinating case disposition, including modified duty and return to work plans.

4. Coordinating the compilation, monitoring, manipulation, and distribution of statistical crime, offender and demographic data for administrative, investigative and patrol tactical use.
5. Coordinating administration of various legal services and activities including legal and court document preparation; calendaring functions and litigation status; legal office budget development and administration; legal records management and law library maintenance.
6. Coordinating administration of various development services financial transaction functions and activities including leasing, tax increment financing bond indentures, and development disposition agreements.
7. Technical functions involved in a wide range of departments and services.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school supplemented by specialized training and education related to assigned area/s of specialization.

Experience: Four years of administrative support experience ~~with a public agency~~ in fields directly related to assigned area/s of specialization.

Knowledge

Knowledge of the principles and practices of assigned specialization ~~and of public administration~~; appropriate laws, rules and regulations; modern office equipment and designated specialized equipment including applicable computer software and operating programs.

Ability

Ability to effectively perform assigned specialized advanced level paraprofessional work; develop, coordinate and execute administrative operational activities of assigned specialization; facilitate and promote work integration; initiate and coordinate collaborative work with other departments and divisions; provide specialized technical information and instruction; perform technical and statistical work with speed and accuracy; operate a variety of modern office equipment including calculators and computers; maintain and utilize designated specialized computer software and operating systems; develop and maintain specialized software applications; interpret and apply established ~~City~~ policies and governmental guidelines and regulations; interpret and analyze information; prepare complex statistical and computerized reports; use initiative and exercise independent judgment; deal with complex and confidential information; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish, maintain, and promote positive and effective working relationships with employees, other agencies, and the public; demonstrate an enthusiastic, resourceful, and effective customer service attitude; supervise and train assigned staff.

Other Requirements

~~Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.~~

~~Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.~~

r: 2/28/07

JK: Human Resources Department

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