



NONEXEMPT OPPORTUNITY

SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

POSITION TITLE: Administrative Specialist II

DIVISION/DEPARTMENT: Payables

ABOUT THE POSITION:

The Clerk's office is seeking an Administrative Specialist II to provide moderately complex to specialized administrative support in the Payables department. Employees in this classification perform both routine and non-routine administrative duties as dictated by the nature of the work unit. Employees assigned to the Payables area are responsible for providing administrative support to the Finance division. This includes providing support for the Comprehensive Annual Financial Report (CAFR), assisting with procurement, travel authorizations, and scheduling meetings. This position resolves telephone inquiries or directs to appropriate area, as well as generates correspondence, memos, financial requisitions and other documents.

The Clerk's office has demanding timelines and we need an experienced Administrative Specialist who has a strong sense of urgency and commitment to public service, is comfortable working in a fast-paced environment, is passionate about providing outstanding customer service and desires a challenging and rewarding career.

For those candidates who qualify, the Clerk & Comptroller's office offers an excellent benefits package including health, dental, vision, life and disability plans plus participation in the FRS retirement plan.

ROLE OF POSITION:

The successful candidate will perform the following functions:

- Relieves department head of administrative detail; performs advanced administrative support functions, as dictated by the nature of the assigned division, i.e., preparing meeting agendas/agenda packets, scheduling appointments and arrangements for meetings, maintaining and balancing expenditure/budget accounts, coordinating and maintaining executive calendar.
- Compiles, prepares, and distributes various reports and other materials/information in support of division needs.
- Receives and/or processes various forms and documents on behalf of management; checks, verifies and corrects information as needed; obtains signatures as required
- Initiates purchase orders; handles purchasing requests; prepares and monitors budget; orders and maintains supplies



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- Acts as liaison between assigned executive, other departments/divisions, staff, outside governmental agencies, vendors, service providers, and the general public, gathering and relaying information as needed.
- Arranges scheduling for meetings, interviews, travel, equipment repair and service, and other department functions
- Receives and reviews various reports, plans, and applications for the purpose of verifying accuracy; ensures necessary copies of pertinent documents are made, filed and distributed accordingly
- Conducts special projects and/or research as directed

MINIMUM QUALIFICATIONS:

The ideal candidate should have experience with administrative functions along with the following minimum qualifications:

High school diploma (or GED), supplemented by four (4) years of recent and relevant experience; some vocational or college courses preferred; or an equivalent combination of education, training and experience.

Note: Vacancy postings may be cancelled at any time based on business needs. Applicants who have applied will be notified of cancellations.

The Clerk & Comptroller's Office is an Equal Opportunity Employer and a Drug-Free Workplace. Depending on the position, candidates are subject to drug screening, a physical and a background check as a condition of employment. Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment and are encouraged to apply for the positions being filled. To claim preference, an applicant must complete and upload both the [Veterans' Preference Claim Form](#) and [required documentation](#) prior to the position's posted closing date. Hiring decisions are based on qualified candidates' non-numerical assessments and numerical assessments, which include interviews. If an applicant claiming veterans' preference for a vacant position is not selected, they may file a complaint with the Florida Department of Veterans' Affairs (DVA), Division of Benefits and Assistance, 9500 Bay Pines Blvd., Room 214, St. Petersburg, FL 33708. If an applicant seeking veterans' preference in employment in the state of Florida is not selected for the position and is so notified, they must file their complaint with the DVA within 60 calendar days from the date the applicant is notified.

To apply, go to: www.mypalmbeachclerk.com/careers