



## Job Summary

<b>Job Title</b> Administrative Specialist - Administration	<b>Department</b> Administration	<b>Reports to</b> Chief Administrative Officer	<b>Pay Grade</b> 14
<b>Starting Pay Rate</b> \$25.54 hourly \$53,124 annually	<b>FLSA Status</b> Non-exempt	<b>Supervisory Duties</b> Yes	<b>Work Environment</b> Office

The **Administrative Specialist - Administration** provides high-level administrative and project support to the Iberville Parish Government administrative team. This position plays a key role in assisting with parish administrative initiatives, coordinating projects, preparing documentation, supervising the front desk staff, and supporting leadership with daily operational needs. The ideal candidate must be highly organized, able to work in a fast-paced environment, and capable of handling confidential and sensitive information with discretion. Experience working with and filing legal documents is strongly preferred.

## Responsibilities

Job duties include, but are not limited to:

- Supervisor duties including but not limited to: Customer service oversight of front desk staff, daily front desk operations, and imputing payroll
- Provide administrative and clerical support to the Parish Administration team.
- Assist with various administrative projects, including research, document preparation, and coordination of project tasks.
- Draft, review, and organize official correspondence, reports, and parish documents.
- Prepare, track, and maintain official parish records including ordinances, resolutions, contracts, cooperative endeavor agreements, and other legal or administrative documents.
- Perform legal document filing and record management, ensuring documents are properly organized, archived, and accessible in accordance with parish policies and public record requirements.
- Handle sensitive and confidential information with professionalism and discretion.
- Coordinate meetings, maintain calendars, prepare agendas, and record meeting notes when necessary.
- Communicate professionally with internal departments, parish leadership, legal counsel, and external partners.
- Assist with monitoring deadlines and ensuring administrative projects are completed in a timely manner.

- Support parish departments with document processing and administrative procedures when needed.
- Perform other administrative duties and special projects as assigned by parish leadership.

### Qualifications

- Associate's degree preferred; equivalent administrative experience may be considered in lieu of formal education.
- Minimum of 3–5 years of administrative experience, preferably in government, legal, or professional office environments.
- Experience with legal document preparation, filing, and records management strongly preferred.
- Ability to work efficiently in a fast-paced environment and manage multiple priorities simultaneously.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- High level of professionalism and ability to maintain strict confidentiality.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and general office technology.
- Strong attention to detail and ability to complete projects accurately and quickly.

### **OTHER DUTIES AS ASSIGNED**

Employees may be assigned additional responsibilities or tasks as deemed necessary by management to meet the operational requirements of the organization.

### **ESSENTIAL WORKER STATEMENT**

Certain positions within this classification may require incumbents to be on-call 24/7. These roles are designated as essential, and individuals may be required to report to work during emergency situations as necessary.

### **CERTIFICATIONS/LICENSES/REGISTRATIONS**

Positions within this classification may require a valid Louisiana driver's license or a valid Louisiana Commercial Driver's License (CDL) Class A, B, or C with the necessary endorsements. If a license is required, it must be maintained for the duration of employment in this position.

### **ABOUT IBERVILLE PARISH**

Iberville Parish Government is an administrative body responsible for governing Iberville Parish and serving the members of its community. The parish government oversees various aspects of local governance, including public services, safety, infrastructure, community services, and community development within the parish.

### **EEO STATEMENT**

Iberville Parish Government is an Equal Opportunity Employer committed to providing equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law. Hiring decisions are based solely on qualifications, merit, and business needs. If you require assistance during the application process due to a disability, please contact our office for reasonable accommodations.