



Job Summary

Job Title Administrative Specialist I	Department Administration	Reports to Administrative Specialist – Administration	Pay Grade 5
Starting Pay Rate \$16.46 hourly \$34,242 annually	FLSA Status Non-exempt	Supervisory Duties No	Work Environment Office

The Administrative Specialist I is responsible for providing support to various offices, scheduling, and carrying out administrative tasks, while remaining professional and friendly to clients and visitors.

Responsibilities

Job duties include, but are not limited to:

- Scheduling appointments, meetings, and client calls for various services offered by the parish
- Collecting applications for services, reviewing applications for completeness, inputting applications for approval, and requesting applicant signatures as needed
- Answering incoming calls, routing calls, and distributing messages
- Greeting clients in a friendly and professional manner
- Providing administrative tasks, such as entering data, printing, invoicing mail, and updating files
- Keeping office tidy and organized
- Performing other duties as needed

Qualifications

- A high school diploma or GED; associate degree considered a plus
- At least two years of relevant experience in reception, administrative assistance, or secretarial work
- Excellent communication skills, both written and oral
- Strong interpersonal skills with the ability to build relationships and rapport with various individuals
- Experience in Microsoft Office products, specifically Word and Excel
- Basic computer skills and familiarity with office equipment such as phones, printers, and fax machines
- Strong attention to detail with the ability to accurately record information, manage appointments, and handle administrative tasks

- Flexibility to handle changing priorities, work in a fast-paced environment, and adjust to different tasks as needed

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.