

BE A PART OF A GROWING TEAM

We are Hiring

Administrative Specialist

\$27.29 - \$34.82 per hour



Performs technical, administrative duties to support complex administrative or operational activities; researches, gathers, organizes and prepares data; reviews documents and data for compliance with program requirements; maintains complex files, records, reports, correspondence and other documents; prepares detailed reports regarding budgetary and funding allocations and expenditures; and performs related work as required.

Minimum Qualifications

Two (2) years course work from an accredited college in industrial relations, public administration, business administration, or a related field.

AND

Three (3) years of responsible administrative experience performing program monitoring and reporting, including responsibility for complex records retention and filing.

Salaries are on six step salary range with 5% increases yearly

Apply before November 26th at

www.governmentjobs.com/careers/scmtd

Questions? Call 831-420-2543

