

Office and Administrative Specialist

The Office and Administrative Specialist is a civilian employee who is responsible for performing highly varied office clerical work. Duties include, but are not limited to:

- Responds to questions and inquiries from the general public via phone, switchboard and in person and directs questions or requests for information to the appropriate person;
- Serves as a receptionist, greets and assists public and other City employees;
- Takes messages and directs to the proper source for assistance for all city offices;
- Prepares reports or other written documentation as required.

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<http://www.greatfallsmt.net/police/office-and-administrative-specialist>