

Job 4: Administrative Specialist 1: Office of the Strategic Director, The North Carolina Office of Vital Records

Job Responsibilities and Deliverables

This temporary position will be assigned to the **Department of Health and Human Services**.

This position will handle a variety of administrative duties associated with but not limited to, verifying data, report writing, summarizing and reconciling information or financial data, records management, claims review and processing, data collection and analysis, and research involving staff and external clients. Competence in Microsoft office products or similar office-based software is a plus.

Most of the time is allocated to tasks that involve multiple, complex steps and require the selection of the most appropriate action within procedural and operational guidelines.

Management Preference

Student enrolled in a Human Services, Education, Humanities, Social Science, Business or Communications programs at a Historically Black College or University (HBCU) or Minority Serving Institution (MSI) located in North Carolina.

Knowledge, Skills and Abilities / Competencies

- Thorough knowledge of services, policies, and procedures related to a program or area of specialization. Thorough knowledge of program information systems in order to communicate and process information.
- Ability to demonstrate and apply this knowledge in performance of administrative tasks. Ability to explain and interpret information to clients/customers and staff.
- Ability to compile, assimilate and organize both printed and electronic information. Ability to apply knowledge of data collection, storage, organization, manipulation and/or analysis of data.
- Ability to utilize office equipment and other relevant technology (software and systems) to meet organizational needs.
- Ability to identify and understand issues, problems, and opportunities; use effective approaches for choosing a course of action or developing appropriate solutions.
- Ability to clearly convey information and ideas through a variety of media to individuals or groups.
- Ability to present ideas clearly and effectively in written form; ability to adjust language or terminology to meet the needs of the audience; ability to use correct grammar, organization, and structure.

- Ability to work **(20 in person)** hours Monday – Friday between the hours of 8 am and 5 pm.
- Ability to effectively engage and interact with a broad and robust population of internal professionals, and external partners.
- Ability to compile, assimilate, and organize both printed and electronic information, including slide deck, and other meeting and presentation materials.
- Knowledge of data collection, storage, organization, manipulation, and/or analysis of data and apply that knowledge in creating reports, charts, and other materials.
- Ability to utilize office equipment and other relevant technology.
- Ability to present ideas clearly and effectively in written and verbal form, along with the use of grammar, organization, and structure.
- Ability To adjust language or terminology to meet the needs of the audience.

Minimum Education and Experience Requirements

High school diploma or General Educational Development (GED) diploma and two years of related administrative experience; or equivalent combination of education and experience.