

LINN COUNTY CLASSIFICATION

TITLE: OFFICE SPECIALIST 1
NUMBER: 002
PAY RANGE: 05
CATEGORY: OPEU & MANAGEMENT/EXEMPT
2001

APPROVAL ORDER
NUMBER: 2001-548
DATE: September 18,

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs clerical, secretarial, or accounting work of moderately complex nature in support of professional, technical, or administrative functions in an office or department. Where work is more repetitive, there is an added degree of responsibility for finality of action.

SUPERVISION RECEIVED: Works under the supervision of a clerical or administrative employee of a higher classification. Works under closer supervision while learning more difficult tasks of position, but thereafter detailed instructions are received only on procedure changes, difficult tasks, or special projects. Work is reviewed in progress and upon completion for accuracy, quality, quantity, and conformance to office or department policies and procedures and pertinent laws and ordinances.

SUPERVISION EXERCISED: Supervision of employees is not a responsibility of positions in this classification, but an incumbent may assign duties and assist in training new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Prepare forms, letters, minutes, reports, financial statements, and other correspondence accurately and timely from rough draft form. May also compose routine correspondence, prepare routine statistical reports from records or assemble data and prepare periodic reports of activities.
2. Collect and record cash payments; write receipts; post cash receipts to journals; balance receipts to journals or data processing printouts. Collect money/fees over the counter and through the mail, post on computerized records. Balance receipts with cash received.
3. Receive public in person and by telephone in a professional and friendly manner. Direct calls and individuals to appropriate source. Perform counter work by answering questions of the public related to office or department's specialized programs and assist the public in filling out forms, applications, making payment of fees, etc.; schedule office or department and clinic appointments.
4. Perform accounts payable functions for a small office or department. Receive monthly bills, match bills with packing slips or invoices; assign budget account numbers and process bills for payment by finance department; keep personnel files updated; record fiscal transactions. Balance or reconcile accounts monthly.

5. Receive documents from the public and enter data into record accurately and in a timely manner. Review documents for accuracy and process documents; file documents; make copies and send to other departments, governmental agencies and to the public as requested.
6. Receive and distribute incoming mail, prepare outgoing mail. Order supplies as directed.
7. File information manually in records systems; index and cross-index records; retrieve information on request; process record changes; microfilm records. Enter data into computer files; review computer printouts for accuracy; retrieve data from computer files.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

10. Other duties as assigned.

RECRUITING REQUIREMENTS (Additional specific details may be provided by the specific office or department job announcement, if applicable):

KNOWLEDGE, SKILL, AND ABILITY: Basic knowledge of the clerical process involved in the operation of an office. Knowledge of English composition, spelling, and grammar as required by the office or department job announcement. Knowledge of basic arithmetic processes to include adding, subtracting, multiplying and dividing.

Ability to perform typing at a rate and accuracy required by the office or department job announcement. Ability to learn the basic principles and practices of fiscal recordkeeping as required by the office or department job announcement. Ability to learn the program and objectives of the office or department to which assigned within the probation period. Ability to handle a multi-line telephone and effectively transfer and record telephone messages. Ability to learn the accurate operation of equipment such as calculators, copiers, and computers, as required by the office or department job announcement. Ability to understand and follow oral and written instructions. Ability to maintain records accurately. Ability to establish and maintain harmonious working relations with other employees and the general public. Ability to effectively work with the clients and the public in stressful situations. Ability to take and transcribe shorthand dictation if required by the office or department job announcement.

EXPERIENCE, EDUCATION AND TRAINING: Two years of office or general work experience of a clerical nature; and graduation from a senior high school; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.