

LINN COUNTY CLASSIFICATION

TITLE: OFFICE SPECIALIST 2
NUMBER: 003
PAY RANGE: 07
CATEGORY: OPEU & MANAGEMENT/EXEMPT
2001

APPROVAL ORDER
NUMBER: 2001-549
DATE: September 18,

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Provide advanced general or specialized administrative support to an elected official, department head or a professional or technical supervisor. Perform advanced secretarial, fiscal record keeping, para-professional, and/or clerical work involving duties of greater complexity and/or responsibility than the Office Specialist I classification. Once learned, assignments are performed with minimal supervision and involve greater use of initiative and judgment. Positions in this class are characterized by the requirement of performing several primary tasks, each requiring several complex and interrelated steps to complete. Duties may include lead worker or office management assignments.

SUPERVISION RECEIVED: Works under the general supervision of an administrative supervisor. The employee is responsible for carrying out tasks with a minimum of supervision once the entire workflow is experienced. With general procedures and guidelines, employees frequently develop and refine their own routines in carrying out work to completion.

SUPERVISION EXERCISED: Supervision of other employees is not a principle responsibility of all positions in this classification; the duties of some positions will include responsibility to assign work and train employees in lower clerical classifications and review work for completeness and accuracy.

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. Provide advanced and specialized clerical support to an elected official, department head, professional or technical supervisor; maintain complex department records and files; compose and type correspondence; purchase supplies; maintain payroll/ personnel records, and perform moderately complex bookkeeping functions for department.
2. Maintain records of financial transactions; receive daily receipts, balance with cash flow, post under appropriate account; compare figures with computer printouts and make corrections as necessary.
3. Prepare correspondence, reports, or other material on general and technical subjects; transcribe oral dictation through the use of transcription equipment or shorthand as required; may compose correspondence to a limited extent in accordance with standard procedures.

4. Assist the public and answer varied inquiries which require a technical knowledge of department functions. May conduct interviews to obtain detailed information and to determine program eligibility. Explain policies and procedures and arrange appointments. May route incoming mail and correspondence. Process routine matters independently.
5. Maintain a variety of records, prepare reports concerning office or departmental operation or prepare material for filing.
6. May use computer to maintain records and retrieve information.
7. May assist in administration of departmental budget.
8. May assist in production of informational material; perform routine tasks involving graphics, layout, and printing.
9. May attend meetings, take notes, and prepare final minutes.
10. May act as principal secretary to division or small department.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

13. 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: Considerable knowledge of office practices and procedures as required by the position. Considerable knowledge of basic business English composition, spelling, punctuation, and arithmetic, as required by the particular position. Reasonable knowledge of bookkeeping principles and practices necessary to maintain departmental or program financial records.

Ability to perform typing at a rate required by position. Ability to make moderately complex mathematical computations and tabulations with speed and accuracy. Ability to plan, organize, and complete work in a timely fashion.

Ability to perform duties with initiative and judgment and to use resourcefulness and tact in public contacts. Ability to read, understand, and apply available guidelines to a variety of operational requirements. Ability to establish and maintain harmonious working relationships with other employees and the public.

Skill in the operation of general or specific office equipment as required by position.

EXPERIENCE, EDUCATION AND TRAINING: Two years of responsible clerical

experience enabling individual to perform required knowledge, skills, and abilities with some experience in maintaining financial records if required by the position; 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 at the time of appointment 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.