

LINN COUNTY CLASSIFICATION

TITLE: OFFICE SPECIALIST 3

NUMBER: 007

PAY RANGE: 09

CATEGORY: OPEU & MANAGEMENT/EXEMPT

APPROVAL ORDER

NUMBER: 2000-410

DATE: August 9, 2000

GENERAL STATEMENT OF DUTIES: Perform varied and complex secretarial and program assistant functions for a major department head or perform responsible program functions. Relieve department head of routine technical and administrative tasks. May serve as confidential executive secretary or technician/specialist and may be included as a member of the department management team. Assignments are performed with relative independence. Supervisory guidance is sought when clarification or interpretation of department policy is in question. This classification is distinguished by the exercise of authority over elements of a more complex and involved office workflow.

SUPERVISION RECEIVED: Works under the general supervision of an administrative official such as an elected official or department head. Frequently develops and refines own work routines and is expected to carry assignments through to completion with only unusual or complicated tasks reviewed in detail.

SUPERVISION EXERCISED: Supervision of subordinate clerical positions may be a responsibility of positions in this classification; may participate in the selection of new personnel; assign duties, provide training, schedule leaves of absence, resolve grievances, evaluate performance and recommend personnel transactions.

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. Coordinate and supervise clerical processes in office.
2. Provide advanced and specialized clerical support to department head, professional, or technical supervisor; establish and implement office procedures; prepare correspondence from rough draft or dictation; compose correspondence in accordance to standard policies; maintain fiscal, payroll, personnel and department records. May route incoming mail and correspondence. Process routine matters independently.
3. Within defined guidelines, provide technical assistance for a program area.
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.
5. Maintain records of financial transactions; receive daily receipts and balance cash flow. Audit printout reports and work with computer records.

6. May assist in departmental budget preparation and expenditure control; on personnel management and supervision (to include hiring, evaluation and discipline); purchasing and related matters.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

9. 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 English composition, spelling and grammar. Reasonable knowledge of legal office terminology and the preparation and processing of legal documents as required by the position. Reasonable knowledge of bookkeeping principles and practices necessary to maintain various departmental or program financial records.

Ability to relieve a chief administrative official of administrative details with minimum supervision and with only general direction. Ability to plan, organize and supervise the work of subordinates as required by position. Ability to exercise good judgment, courtesy and tact in public contacts which may involve hostile and abusive clients. Ability to maintain effective working relationships with other employees, public and private officials and the public. Ability to perform typing or stenographic work at an acceptable level of proficiency as required by the position. Ability to maintain the confidentiality of information.

Skill in the operation of a computer, typewriter, transcribing equipment and other office machinery as required by the position.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from senior high school and three years of progressively responsible secretarial experience with some exposure to supervision if required by position 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.