



OFFICE SPECIALIST

DEFINITION:

Under general supervision, to perform specialized administrative work of above average difficulty involving the use of a computer terminal and advance word processing and record-keeping applications and to perform related work as required.

CLASS CHARACTERISTICS:

Positions at this advanced working-level administrative support class are characterized by the assignment of specialized record preparation and record-keeping work which requires advanced-level knowledge of the procedures and policies of the assigned office, advanced work processing and computer terminal operations, considerable interpretation of information to be processed and frequent public contact work. Advanced keyboarding proficiency involving typewriter and microcomputer is characteristic of most positions. This class is distinguished from the next lower class of Office Assistant in that incumbents are expected to perform a wide variety of advanced keyboarding and specialized record-keeping and clerical duties of above average difficulty within a framework of established procedures and with only occasional instruction. Incumbents at the Office Specialist level are expected to refer established alternatives and utilize their knowledge of departmental procedures and precedents to resolve questions and problems. Employees in this class normally have frequent contact with departmental staff, school district personnel, students and the public, answering a variety of questions or giving out information from established records. No one incumbent is expected to perform all of the duties reflected herein, and the reflected duties are representational of varied clerical duties.

EXAMPLES OF DUTIES:

- Performs a variety of clerical work in school or administrative offices, such as standard and statistical keyboarding, keyboarding of forms, word processing, the entry of varied information to a computer terminal using a keyboard, coding, proofreading, checking, filing and maintaining computerized and manual records, compiling information for reports, summaries and management information, maintaining secondary financial and budgetary records, transcribing from dictating equipment, making copies of materials, collating, stapling and distribution materials;
- Selects and uses standard software to design formats to maintain records;
- Edits and manipulates data to achieve desired results in preparation of reports: Computes budgetary cost estimates;
- Assists in the compilation of data for special program funding applications; Answers telephones;
- Serves as a receptionist;
- Gives general and specialized information to students and the public over the telephone and in person;
- Maintains assigned aspects of student records;
- Schedules meetings and makes appointments;
- Composes routine, informational correspondence;
- Proofreads copy and corrects errors in spelling, grammar and punctuation;
- Orders, receives, stores and distributes office and instructional supplies and materials;
- Receives, sorts and distributes mail;
- Compiles routine meeting minutes;
- Compiles lists of students and data related to students in accordance with instructions;
- Maintains inventory records;
- Records grades and test scores on cumulative records;
- Registers students for school and completes enrollment and withdrawal record-keeping processes for students entering and leaving school;
- Copies and sends student records to appropriate authorities;

- Maintains a variety of student attendance records;
- Communicates with parents about student attendance;
- Maintains records of inter-district student transfers;
- Maintains open purchase accounts records;
- Maintains open purchase accounts records;
- Deposits money into banks;
- Assists students in registering for classes, providing forms and information on classes;
- Enters and updates information on student academic progress;
- Distributes grade reports;
- Receives telephone calls and takes messages;
- Makes appointments for designated staff members;
- Prepares file folders;
- Posts labels and data to records;
- Micro-films records;
- Issue absentee permits, verifying notes and posting absence lists;
- Contacts parents to verify absences and to set up appointments;
- Prepares invalid absence notices and maintains records of same;
- Prepares bulk mailings;
- Purges files and records;
- Collects monies and issues receipts;
- Contacts and places substitute employees;
- Performs related work as required.

PERSONAL CHARACTERISTICS:

Should possess the personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

QUALIFICATIONS:

Knowledge of:

- Advanced office procedures, including automated record-keeping, filing systems, business correspondence and advanced telephone technique;
- English usage, spelling, grammar and punctuation;
- Business mathematics;
- Advanced word processing techniques and methods may be required in certain positions;
- Operation of computer terminals and microcomputers for record-keeping at a skilled level, may be required in certain positions.

Ability to:

- Perform specialized clerical work of above average difficulty;
- Proofread for and correct spelling, grammar and punctuation errors.
- Read different styles of handwriting;
- Speak tactfully and courteously with staff, students and public;
- Operate a computer terminal accurately and efficiently, utilize standard software to design, format, edit and manipulate data;
- Learn pertinent procedures and functions quickly and apply them without immediate supervision;
- Keyboard from clear copy at a net corrected speed of 50 WPM;
- Design forms and compose routine business correspondence, instructions and informational material;
- Establish and maintain accurate records;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE:

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities

stated above and the ability to perform the duties of the position. A typical qualifying entrance background is advanced-level experience performing responsible administrative support and clerical duties involving advanced keyboarding, word-processing and automatic record-keeping and the interpretation and implementation of specialized administrative procedures. Some positions in this class require literacy in a designated second language as a condition of continued employment.

WORKING CONDITIONS:

Environment: Office environment; subject to constant interruptions.

Physical Abilities: Seeing to perform the necessary tasks of this position. Hearing and speaking to exchange information in person or on the telephone, dexterity of hands and fingers to operate typewriter and other office machines, sitting for extended periods of time, reaching overhead, above the shoulders and horizontally and bending at the waist to retrieve files, and seeing to read letters and other memoranda

LENGTH OF SERVICE:

HOURS: 7:30 A.M. – 4:00 P.M.

SALARY: Range 16: \$13.58 - \$19.28

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.