



<b>WORKING TITLE:</b> OFFICE SPECIALIST II	<b>CLASSIFICATION:</b> OFFICE SPECIALIST II
<b>DEPARTMENT:</b> VARIES	<b>DIVISION:</b> VARIES
<b>PAY RANGE:</b> OPEU 8	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JUNE 2024

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Performs office support work of a specialized clerical and secretarial assistance nature. Provides secretarial assistance to a department head in a smaller office where the work flow requires emphasis on receptionist and typing work and where administrative assistance tasks on behalf of the department head are not required; or

Performs one or more office support tasks of a secretarial nature in support of office work flow in a larger office where a position of a higher class is responsible for directing and participating in administrative work flow of the department; or

Performs generalized or specialized clerical office support tasks in one program area of a department with one or more primary program areas. An on-the-job training period is usually required to learn office procedures if training was not provided in an Office Specialist I position in the department. Most positions require accuracy in processing office records. The type of work may vary depending on the work cycle of the particular department.

***SUPERVISION RECEIVED:***

Work is performed under the general supervision of a position in a higher level office specialist class or an administrative superior who evaluates performance for quality of results achieved. Initial assignments are detailed in nature with specific written or oral instructions. As experience is gained, these tasks are performed independently based on department procedures and state law.

***SUPERVISION EXERCISED:***

Supervision is not a responsibility of this class; however, an experienced employee in this class may provide on-the-job training and orientation to a new employee in this or a lower level class.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Provides secretarial assistance in a smaller office by scheduling appointments for clients by telephone or in person, by scheduling appointments with office staff and by confirming appointments; schedules meeting rooms and prepares meeting or hearing agenda; provides answers to the public and news media concerning scheduled events;

maintains court, hearing, or meeting calendars; types correspondence, letters, memos, forms, etc.; maintains and updates mailing lists; proof-reads typed, photocopied, or printout information for errors, punctuation, and spelling; opens and distributes mail.

- Performs one or more of the following tasks to assist office administrative support work flow: serves as a receptionist; provides a variety of clerical and typing support to one or more administrators or higher level positions; assembles, types, and prepares materials for mailing; codes, types, and files client charts and records with appropriate forms, and updates as needed; types and processes insurance and employee accident forms; maintains and files various department records; tabulates data on department programs and activities for submission to county, state, and federal offices, and submits the data to a higher level position.
- Performs general or specialized office support tasks of a clerical nature; provides assistance to the public regarding operations of the department; files, indexes, records, and prepares files and miscellaneous documents; may prepare and type trial and motion dockets, pleadings, motions, orders, complaints, search warrants, arrest warrants, indictments and affidavits; records, files, and microfilms; assists citizens in filling out applications, processes permit and license applications, and photocopies requested documents; computes assessed property values, property taxes, and interest due; collects taxes, fines, bail or fees, and issues receipts; balances tax statement with cash received tapes; processes delinquent tax accounts and prepares redemption; assists in preparing for and conducting elections and voter registrations.
- Operates a computer terminal or word or data processing device for input, proofing, and editing printouts; requests printouts of information by completing a sequence of instructions needed to execute directions in a computer.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Operation of office equipment including typewriter, photocopying machine, microfilm, equipment, computer terminal, data or word processor, and dictation transcriber as required by the position.
- Basic mathematics as required by the position.

#### **SKILL IN:**

- Basic Mathematics, sufficient to perform simple calculations.
- Operating office equipment.
- Effective communication, both orally and in writing.

#### **ABILITY TO:**

- Interact with the public and co-workers in a pleasant, tactful, and courteous manner.
- Learn and apply office procedures to work situations.
- Type accurately and gain speed through experience.
- Complete clerical transactions rapidly and accurately.
- Follow written and oral instructions.
- Establish and maintain effective working relationships with department employees, other county employees, and the public.

- Work effectively in a team environment.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Six months of general office work experience at a level equivalent to Office Specialist I which provides the knowledge, skills, and abilities required by the position. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment, and uses a computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Frequent interruptions may be encountered throughout the workday. The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*