



WORKING TITLE: OFFICE SPECIALIST TECHNICIAN	CLASSIFICATION: OFFICE SPECIALIST TECHNICIAN
DEPARTMENT: PUBLIC WORKS	DIVISION: PUBLIC WORKS
PAY RANGE: OPEU 12	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: July 2024

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Provide advanced technical and lead work assistance to members of the staff and public involving procedure, interpretation, and application of Oregon law, Administrative Rules, and Yamhill County Policies and Procedures as they apply to divisions within the department. Performs complex, highly responsible, varied, or specialized office support. Performs advanced secretarial work, general or specialized clerical office support, or specialized work of an accounting nature; coordinates, and organizes general or specialized clerical tasks requiring considerable knowledge of laws and procedures relating to the position. A position in a department with more than one program may either specialize in detailed processing of program activities, perform general duties in all program areas, or any combination of specialized or general duties. Exercises considerable independent judgement and discretion involving technical considerations of departmental programs. A greater involvement in subject matter distinguishes this classification from other Office Specialist classifications.

SUPERVISION RECEIVED:

Works under general supervision of the Office Manager who reviews work for conformance to department standards.

SUPERVISION EXERCISED:

May provide direction for other members of the department. May provide on-the-job training and support for new employees.

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 advanced technical assistance to members of the public, such as recording, researching public records, county road policies, procedures, road work requests, Cove Orchard billing, county park reservations, and processing of various permits.
- Directs input, maintenance, and updates to IRIS software tracking system.
- Assists citizens with application processes for a variety of county permit programs and services such as ROW permits.

- Performs advanced specialized work in a primary program, project, or division of a department.
- Manages advanced technical programs such as accounts receivable.
- Provides a full range of secretarial assistance to a supervisor and the public including:
 - Provides receptionist services.
 - Types correspondence, reports, notices, and manuals
 - Keeps records of department expenditures
- Directs and participates in administrative support workflow of the office.
- Provides information to the public concerning department programs and operations which do not need to be addressed by a superior.
- Performs a wide variety of responsible technical or clerical tasks related to effective functioning of a county department which demands considerable understanding of legal terminology, laws, and interpretation of a variety of statutes, rules, procedures, and regulations.
- Performs secretarial and other assistance tasks on behalf of a supervisor and performs a variety of specialized tasks in several program areas of the department.
- Performs responsible clerical work of an accounting nature, i.e., maintains cost-accounting records of the department for input into a computer terminal; codes revenue.
- Tabulates department program and activity data.
- Operates a computer terminal, or word/data processing device for input, proofing, and editing of printouts; requests printout runs of information by completing a sequence of instructions needed to execute directions in a computer.
- Performs some tasks of a problem-solving nature with computer input and retrieval devices, and computer programs.
- Designs some computer application programs to meet specific needs of the department or related departments.
- Plans and provides management support for a variety of office and road programs and audits expenditure reports, accounts for road and office activity, creates and manages advanced Excel spreadsheets.
- Acts as a resource for questions from both the public and fellow staff.
- Performs other duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Purposes and procedures relating to workflow of the program or department.
- Modern clerical, general office principles, practices, and techniques.

SKILL IN:

- Communicating effectively, both orally and in writing.

ABILITY TO:

- Read and comprehend, interpret, and apply laws, rules, regulations, and procedures for assigned programs.
- Understand and execute oral and written instructions.
- Research and explain appropriate citations from the Oregon Revised Statutes, Administrative Rules, and county policy directives.
- Work independently, organize and carry out work assignments, and delegate responsibility.
- Work and communicate courteously and effectively with the public and fellow workers.
- Keep accurate, detailed records and meet inflexible deadlines.
- Communicate effectively orally and in writing.
- Perform work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Four years' experience in working with administration and customer service in a professional office setting. Training or experience in accounting, bookkeeping and payroll. Training and experience with IRIS and Oracle. Proficient in Excel, Word, and Outlook Programs.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternate 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 employee 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 an office. Employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle, or fee, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in office environments 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.