



## Yamhill County Fair & Event Center

<b>WORKING TITLE:</b> OFFICE SPECIALIST I	<b>CLASSIFICATION:</b> OFFICE SPECIALIST I
<b>DEPARTMENT:</b> FAIRGROUNDS	<b>DIVISION:</b> FARIGROUNDS
<b>PAY RANGE:</b> VARIES	<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> MAY 2018

### **JOB DESCRIPTION**

#### ***GENERAL STATEMENT OF DUTIES:***

Performs routine clerical or typing work including tasks which require little, if any, discretion outside of simple written or oral instructions by a superior. The main purpose of this position is to provide back-up to the Fair Office Manager in preparation and production of the Yamhill County Fair and its operations of the fairgrounds including serving as the first point-of-contact for incoming phone calls and visitors, maintaining electronic and paper files, ordering office supplies, and working with Yamhill County departments including, but not limited to, event vendors, event participants, and members of the public during Fair Season, and other times as needed.

#### ***SUPERVISION RECEIVED:***

Works under close supervision of the Fair Office Manager or the Fair Manager.

#### ***SUPERVISION EXERCISED:***

Supervision of other employees is not exercised by this 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:**

- Types form letters, memos, cards, or records which involves transferring information from one source to another.
- Files cards, correspondence, and reports in order as determined by another employee of a higher class or a supervisor; transfers information from one source to another.
- Receives cash and issues receipts as appropriate.
- Opens, date stamps, sorts, and distributes mail.
- Verifies accuracy of documents by comparing information on one document with information on another document.
- Answers the telephone and transfers calls or takes messages.
- Photocopies reports, letters, and other documents; runs errands as requested.
- Matches invoices with purchase orders to be processed.
- Accurately enters data into a computer from source documents.

### **JOB SPECIFICATION**

**KNOWLEDGE OF:**

- Office methods and procedures and computer applications.
- Typewriter, 10-key calculator, computer terminal, and other office equipment.

**SKILL IN:**

- Basic Mathematics, sufficient to perform simple calculations.
- Organizing materials and documents.
- Developing and maintaining professional relationships.
- Interacting professionally and appropriately with supervisors, co-workers, vendors, and members of the general public.
- Effective communication, both orally and in writing.

**ABILITY TO:**

- Read, comprehend, and follow simple oral and written instructions.
- Learn the operation of standard office equipment and to develop speed and accuracy.
- Interact with co-workers, elected and appointed county officials, and the public in a helpful, pleasant, and courteous manner.
- Operate in the Microsoft Windows environment inclusive of using Word, Excel, and Outlook.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be considered.

**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 during work. Employees authorized to operate a private vehicle on Fair 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 a combination of outdoor and office environments 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 the environment and varies from being extremely noisy to moderately quiet. Incumbent may encounter frequent interruptions throughout the work day.

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. Work also may involve travel to Yamhill County offices and to vendor locations.

Contact with the public may risk exposure to people with 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.*