



<b>WORKING TITLE:</b> SENIOR OFFICE SPECIALIST	<b>CLASSIFICATION:</b> SENIOR OFFICE SPECIALIST
<b>DEPARTMENT:</b> VARIES	<b>DIVISION:</b> VARIES
<b>PAY RANGE:</b> OPEU 10	<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 2013

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Performs advanced secretarial work, general or specialized clerical office support, or specialized work of an accounting nature. Provides an administrator or department head with a full range of secretarial assistance, relieving a supervisor of clearly defined and delegated administrative or technical details, permitting the supervisor to concentrate on directing program goals, objectives, and activities, and performing professional level work; or

Performs, 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 one primary program will be responsible for performing all program activities in substantial detail. 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; or

Performs technical and clerical duties of an accounting nature in a smaller department by manually maintaining bookkeeping records of all department revenues and expenditures and preparing reports; or in a larger department by maintaining payroll, equipment, and material cost-accounting records for input into a computer or preparing reports manually.

Accuracy and neatness is required by all positions of this class. The type of work may vary depending upon the work cycle of the particular department.

***SUPERVISION RECEIVED:***

Work is performed under general supervision of an Administrative Office Specialist or an Administrative or professional superior who evaluates performance for effective functioning of assigned programs and for quality, neatness, and accuracy of services provided. After reaching full performance level, work is performed independently under guidelines and policies which range from explicit to vague.

***SUPERVISION EXERCISED:***

May supervise work of lower level office specialists, and is generally responsible for overall office procedures and operation. Employees with considerable experience may train and orient new employees and assist on difficult problems.

**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 a full range of secretarial assistance to a supervisor including;
  - Provides receptionist services
  - Transcribes machine dictation
  - Types correspondence, reports, notices, minutes, and manuals
  - Keeps records of department expenditures
  - Relieves a supervisor of administrative tasks such as gathering and analyzing information and prepares reports with little direction other than a brief description of results expected.
- Directs and participates in administrative support work flow of the office.
- Provides information to the public concerning department programs and operations which do not need to be addressed by a superior; may be required to attend and record minutes at evening meetings.
- 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, court procedures, and interpretation of a variety of statutes, rules, procedures, and regulations.
- Performs specialized work in one primary program area of a department which involves interpretation and application of state law and administrative codes; or performs secretarial and other assistance tasks on behalf of a supervisor 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 including manual preparation of payroll records, vouchers, and reports for input into a computer terminal; balances department revenue received and expenditures made; codes revenue; computes city, county and state percentages of revenue received.
- Tabulates department program and activity data and submits reports to county, state, and federal offices.
- 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.
- Performs other related work as assigned.

**JOB SPECIFICATION**

**KNOWLEDGE OF:**

- Purposes and procedures related to work flow of the program or department.
- Bookkeeping procedures as required by the position.

**SKILL IN:**

- Operation of office equipment relevant to the area of assignment.
- Communication, both orally and in writing.

**ABILITY TO:**

- Read, comprehend, interpret, and apply laws, rules, regulations, and procedures for assigned programs. Ability to operate a ten-key calculator as required by the position.
- Analyze budget and accounting records and to prepare clear and concise reports as required by the position.
- Establish and maintain effective working relationships with department employees, other county employees, county officials, and the public.
- Work in a team environment and to deal with the public and co-workers in a pleasant, tactful and courteous manner.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

One year of clerical or secretarial work experience at a level equivalent to Office Specialist 2. Course work and training related to the position may substitute for up to six months of experience. 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. Incumbent 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 feel, 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.*

*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.*