



Job Title	Office Specialist	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	5	Job Code	12741

Class Specification – Office Specialist

Summary Statement:

The purpose of this position is to perform a wide variety of general secretarial, clerical, record keeping, and clerical accounting duties in support of an assigned division or program; and to provide general information and assistance to the public regarding City policies and procedures.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Perform a variety of general secretarial, clerical, record keeping, and accounting clerical duties in support of assigned department, division, or team. Perform secretarial duties in support of City staff; collect summaries and statistics for preparation of various reports, memoranda, and correspondence; and review outgoing material for formatting, grammar, and punctuation. Maintain a calendar of activities, meetings, and various events for assigned staff; and schedule meetings and coordinate activities with other City divisions and departments, the public, and outside agencies.
25%	Perform a wide variety of clerical duties associated with bookkeeping, information gathering, and records maintenance functions required in assigned program; and establish accounts, make journal entries, and reconcile accounting records. Perform duties related to the City's automated mail processing functions; process assigned mailings from the City to residents; ensure that special inserts are sent with mail as necessary; program, revise, and monitor operations of mail processing machinery and equipment; ensure that all operations adhere to postal standards; and provide technical support to City staff regarding mailing concerns. Receive and process applications for various activities including business licenses, excavation permits, and concrete permits; and enter and update information into the computer; and collect fees and maintain petty cash.
20%	Enter alpha/numeric data from a wide variety of source documents into computer files; detect and correct erroneous or missing information data; retrieve information from computer data files; prepare recurring and special reports from received data; and maintain source document files. Perform clerical accounting functions involved in the preparation of periodic and supplemental payrolls; maintain current employee payroll records; calculate, balance, and prepare reports pertaining to payroll deductions and



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	costs; receive and process remittances received by mail or in person; and receipt, examine, and balance daily receipts.
15%	Monitor the operation of office equipment and facilities; and contact appropriate service vendors as needed. Screen office and telephone callers; and respond to complaints and requests for information on regulations, procedures, systems, and precedents relating to assigned area.

Competencies Required:
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing: Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Technical Skills Required:
Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.
Education: Equivalent to completion of the twelfth grade (high school diploma or GED).
Experience: One year of full-time clerical or related support experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.
Certifications required in accordance with standards established by departmental policy.



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Supervision Exercised:

Position has no responsibility for the direction or supervision of others.

Supervision Received:

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: June 2015