CITY OF OCEANSIDE

REVISED: SEP 2012
JOB CODE: ADMIN05 or ADMIN07
ADMIN08 or ADMIN10
UNIT: OCEA or UNREP/CONFIDENTIAL

OFFICE SPECIALIST I
OFFICE SPECIALIST II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a wide variety of clerical duties in support of an assigned function; to develop routine correspondence and input data into a computer terminal; and to perform related work as required.

CLASS CHARACTERISTICS

Office Specialist I--This is the entry-level class in the Office Specialist series. This class is distinguished from the Office Specialist II by the performance of the more routine tasks and duties assigned to positions within the series including copying, filing and answering the telephone. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Advancement is not based on time in grade but solely at the discretion of the Department Director and the organizational needs of the department.

Office Specialist II--This is the full journey-level class within the Office Specialist series. Employees within this class are distinguished from the Office Specialist I by the performance of the full range of duties as assigned, including typing correspondence, processing reports and training staff. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience. Advancement is not based on time in grade but solely at the discretion of the Department Director, based on the organizational needs of the department and satisfactory completion of all minimum qualifications.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Acts as a receptionist; answers the telephone and assists the general public; takes and distributes messages for department staff; provides information as required; performs a variety of routine recordkeeping duties, including maintaining records; responds to requests by researching and extracting information from archives; enters and updates departmental data into computer terminal; types a wide variety of documents and forms; retrieves data; operates a printer and other computer peripherals; operates a variety of office machines including a telephone switchboard, photocopier, typewriter and computer terminal; processes and distributes the mail including receiving, sorting and distributing incoming and outgoing correspondence; types and proofreads letters, memos, reports, agendas, resolutions, minutes, bulletins and other finished copy from

rough draft, dictating machine or oral instructions; makes travel arrangements for department staff; maintains staff calendars; schedules meetings as required; prepares invoices, bills, receipts and authorizations to pay; maintains and balances petty cash; participates in ordering and distributing office supplies; checks and logs materials and supplies requisitioned and received; enters, modifies and verifies data in various automated information systems; classifies and codes data; participates in a variety of special projects as assigned; and performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

OFFICE SPECIALIST I

Knowledge of:
- Modern office procedures, methods and computer equipment;
- Principles of business letter writing and basic report preparation;
- Principles and procedures of recordkeeping;
- English usage, spelling, grammar and punctuation; and
- Pertinent Federal, State and local laws, codes and ordinances.

Ability to:
- Type at a speed necessary for successful job performance;
- Respond to requests and inquiries from the general public;
- Learn to prepare clear and concise reports;
- Maintain clerical records;
- Learn to interpret and explain departmental policies;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Maintain mental capacity which allows for effective interaction and communication with others; and
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Qualifications

Experience: No experience is required.

Training: Equivalent to the completion of the twelfth grade.

OFFICE SPECIALIST II

In addition to the qualifications for Office Specialist I:

Knowledge of:
- Basic principles of accounting.

Ability to:
- Compose routine correspondence independently;
- Collect, organize and assemble data for reports, agendas and correspondence; and

- Work independently in the absence of supervision.

Experience and Training Qualifications

Experience: One year of clerical experience is desirable.

Training: Equivalent to the completion of the twelfth grade.

WORKING CONDITIONS

Environmental Conditions: Office environment.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

Previous Title: Clerk I & II