

CITY OF OCEANSIDE

REVISED: JANUARY 2006
JOB CODE: ADMIN13, ADMIN18
UNIT: OCEA or UNREP/CONFIDENTIAL

SENIOR OFFICE SPECIALIST

*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

Under general supervision, to perform the full range of advanced clerical duties in support of a department; to perform a wide variety of secretarial duties in support of a major division; and to perform related duties as required.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Office Specialist series. Incumbents in this class exercise independent judgment in the performance of a variety of secretarial support duties. This class is distinguished from the Office Specialist I/II classification in the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including greater emphasis on secretarial tasks, payroll functions and clerical support.

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.*

Types letters, memos, reports, agendas, resolutions, ordinances, minutes, applications, contracts, leases, budgets, financial statements, checks, and lists from rough draft, dictating machine, shorthand notes or oral instructions; processes department payroll; prepares and distributes timesheets; reviews timesheets for completeness and accuracy; screens telephone and office callers, dispensing information or referring to appropriate staff; distributes mail; prepares mailings; sets up and maintains files and/or filing systems; operates a computer terminal for word processing and data entry duties; does photocopying; schedules and arranges meetings, appointments and interviews; maintains staff calendars; reviews and matches all invoices and requisitions with backup paperwork; compiles a variety of reports; ensures that all payments are made from correct accounts; assists in preparing fiscal data, reports, budget transfers and encumbrances; determines payment schedules and amounts of payments; posts payments; prepares bills; reviews computer runs for accuracy and corrects errors; assists in hiring and training new employees; assists in interpreting departmental policies and procedures to operating division; maintains adequate supply of office needs and orders as necessary; develops and maintains cooperation with other agencies, groups and individuals in the coordination of departmental activities; attends conferences, meetings and legislative hearings on behalf of the department in order to gather information and report on activities; may function as a lead worker over other clerical accounting staff; and performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Clerical accounting principles and methods used in double entry accounting systems;
- Basic accounting principles and terminology;
- Principles of supervision and training;
- Modern office practices, procedures and standard office equipment;
- Proper English usage, spelling, grammar and punctuation;
- Departmental policies and procedures; and
- Principles of business letter writing and basic report preparation.

Ability to:

- Make arithmetical computations accurately;
- Operate a variety of office equipment, including a computer;
- Transcribe dictation from shorthand notes or dictating machine;
- Compose routine correspondence independently;
- Maintain clerical records and prepare reports of moderate complexity;
- Collect, organize and assemble data for reports, agendas and correspondence;
- Type at a speed necessary for successful job performance;
- Train, assign and direct the work of employees;
- Prepare clear and concise reports;
- Understand and follow oral and written instructions;
- 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: Three years of increasingly responsible secretarial or clerical experience including some accounting experience.

Training: Equivalent to the completion of the twelfth grade supplemented by training in clerical accounting.

License: A current, valid, California driver's license.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

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

Previous Title: Secretary