

CITY OF HEMET

Class Code: 4510, 4511
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OFFICE SPECIALIST I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs a variety of clerical duties in support of an assigned function; assists the public at the counter and on the phone with City policies, complaints and questions; writes a variety of correspondence; sorts, logs and maintains records and other documents; interprets and applies policies, procedures and work methods associated with assigned function; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Office Specialist I

The **Office Specialist I** is the entry-level class in the Office Specialist series that allows the incumbent to develop journey-level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine clerical support duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Office Specialist II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Office Specialist II

The **Office Specialist II** is the journey-level classification responsible for a wide variety of clerical support duties for an individual department. Incumbents are expected to independently perform the full scope of assigned duties with minimum supervision. This class is distinguished from the next higher classification of Office Specialist III in that the latter is responsible for more complex office duties as well as providing extensive support to an entire Division/Department, and depending upon assignment, may act as main dispatcher for the Division.

SUPERVISION RECEIVED/EXERCISED:

Office Specialist I

Receives immediate supervision from a Department Head, Division Manager or assigned supervisor. Incumbents do not routinely exercise supervision.

Office Specialist II

Receives general supervision from a Department Head, Division Manager or assigned supervisor. Incumbents do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs clerical duties in support of an assigned function, including typing, copying, and faxing a number of documents; assists the public with questions; answers and refers complaints to the correct department or agency.
- Answers the telephone and provides information within the area of assignment; directs the public to the appropriate department; responds to public inquiries in a courteous manner; provides proper documents and resource references as required; operates the City switchboard.
- Prepares a variety of documents and forms, including general correspondence, reports, orders, agenda packet materials, and memoranda; depending on area of assignment, posts agendas; takes minutes and prepares agendas for various committees.
- Maintains and updates a number of files; processes invoices; orders office supplies; distributes incoming mail and posts outgoing mail.
- Schedules inspections and training for staff members; pulls files for customers, retrieves records, issues various permits.
- Assists with the budget, including coding vendor invoices and tracking expenditures; prepares a variety of reports; designs new forms and documents.
- Processes forms and applications for assigned Division/Department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Office Specialist I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Office Specialist I

A high school diploma or equivalent.

Office Specialist II

In addition to the above, two years of clerical experience equivalent to that of an Office Specialist I in the City of Hemet.

License/Certificate:

Depending upon assignment, possession of, or ability to obtain, a valid class C California driver's license; if assigned to the Hemet Fire Department, a Notary Public Appointment; if assigned to the Simpson Center, a Passport Certification from the U.S. Department of State.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Office Specialist I and II levels.)*

Knowledge of:

Standard office and administrative policies and procedures; specified computer applications involving word processing, data entry, database access and/or standard report generation; business arithmetic; basic principles of mathematics; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Provide general clerical support to a specialized work unit; use applicable office terminology, forms, documents and procedures in the course of the work; maintain accurate office files; compose correspondence or documents; meet critical deadlines; deal successfully with the public, in person and over the telephone; courteously respond to community issues, concerns and needs; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications.