

Civil Division: All Civil Divisions
Jurisdictional Class: Competitive
Non-Competitive* (part-time only)
*Check for Appendices for individual Civil Divisions
EEO Category: Administrative Support
Revised: 01/09/2018

OFFICE SPECIALIST I

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this entry level class performs routine office and clerical functions. Detailed instructions are provided for new or difficult assignments and accuracy of work is reviewed in process or upon completion. Duties of this class may involve public contact and/or work of a confidential nature. The work is performed under the direct supervision of a higher level supervisor. Supervision is not a responsibility of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Types, sorts, processes and files correspondence, forms, rosters, payrolls, bills, invoices, vouchers, records, purchase orders, catalog cards, reports, index cards, memoranda, clinic reports, and other material;
Prepares from copy, rough draft and/or dictating machine, office documents which include but are not limited to: letters, memoranda, contracts, leases, vouchers, etc.;
Operates various office equipment;
Answers telephone, takes messages and furnishes routine information;
Receives, sorts and processes mail;
Orders, inventories and issues supplies;
Prepares file folders containing office documents;
Receives, greets and provides information and assistance to the general public.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of basic arithmetic and English; ability to learn word processing programs to type letters, reports, documents, etc. on a computer; ability to understand and follow oral and written directions; ability to get along well with others; possess a positive and friendly attitude.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma;
OR
- (B) Two (2) years of clerical experience.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Title change from "Typist": 04/02/2007

Adopted: 02/09/1982
Revised: 05/17/1991; 05/28/1993; 12/13/1995; 03/22/2001; 11/20/2017; 01/09/2018