

Classification Specification **OFFICE SPECIALIST II**

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FLSA Status: Non-Exempt

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SERIES CONCEPT

The Office Specialist II is the entry level classification in the Office Specialist series, which includes Office Specialist II through IV and Executive Assistant.

GENERAL DESCRIPTION

With limited supervision, performs specific clerical and office tasks within established systems and procedures to support agency projects, programs, and activities.

Works in a team setting fellow agency administrative staff to support overall agency administrative functions.

ESSENTIAL JOB FUNCTIONS

- Responsible for routine and moderately complex clerical and/or administrative support duties.
- In a team setting, works with administrative support staff to share workload as appropriate based on skill level needed, to provide clerical support, provide phone and customer service and office reception as needed to support work of the agency.
- Types and formats forms, memoranda, correspondence, and reports.
- Duplicates and distributes various printed materials.
- Enters data on computer, edits computer records, maintains database files.
- With guidance, provides technical information and assistance to the public by phone and in person.
- Follows established procedures for digital and paper filing systems as well as procedures for the storage and retention of all agency documentation.
- Coordinates the preparation and distribution of other agency and project meeting packages, as assigned.
- Assists with bulk mailings. Helps with in-person and remote meetings as assigned, including refreshments, meeting materials, and AV equipment.
- May order, stock, and distribute office supplies.
- May run various routine errands, as assigned.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Employees in this classification are expected to work under general direction or supervision and exercise independent judgment when performing clearly prescribed duties.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

A minimum typing speed of 55 wpm and knowledge of Microsoft Office software is required.

EXPERIENCE – MINIMUM:

One year of general office experience using Microsoft Office software.

EDUCATION – MINIMUM:

High school diploma or equivalent

OR SUBSTITUTING

Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- General office practices, procedures and systems.
- Correct punctuation, spelling, grammar, and word usage.
- Microsoft Office software for document preparation.

Ability to:

- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.
- Communicate effectively, orally, and in writing.
- Understand and execute oral and written instructions.
- Type with speed and accuracy.
- Provide excellent customer service to both internal and external customers.
- Work independently from general instructions.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.