

Classification Specification **OFFICE SPECIALIST III**

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FLSA Status: Non-Exempt

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SERIES CONCEPT

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

GENERAL DESCRIPTION

With limited supervision, performs a variety of moderately difficult to complex clerical tasks to support agency projects, programs, and activities.

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

ESSENTIAL JOB FUNCTIONS

- May perform any of the tasks assigned to an Office Specialist II as well as those specified in this classification.
- Responsible for difficult, complex, and routine 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. Designs flyers.
- Distributes material through email distribution lists.
- Enters data on computer, edits computer records, maintains database files.
- Provides technical information and assistance to the public by phone and in person.
- Assists in training Office Specialist II classifications to perform daily work
- 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 agency and project meeting packages, as assigned.
- Coordinates and participates in processing bulk mailings for public events and outreach surveys.
- Schedules meetings for staff as requested, coordinates meeting date, time, location, facilities, and equipment arrangements.
- Coordinates with project leads to produce and process online and paper surveys, as assigned.
- Assists and supports the set-up of in-person and remote meetings, including refreshments, meeting materials, meeting notes, and AV equipment.
- Works with staff to register for conferences and trainings, travel, and hotel arrangements.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Office Specialist III classification are distinguished from the Office Specialist II classification by the greater complexity of tasks assigned and independent judgment; and depth of knowledge and skills in Microsoft Office products and Adobe products.

Employees in this classification are expected to handle many details on their own initiative and within the limits of established procedures.

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 65 wpm and knowledge of Microsoft Office and Adobe products may be required.

EXPERIENCE – MINIMUM:

Two years of secretarial experience using a personal computer system including one year of experience in a position equivalent to an Office Specialist II.

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, spreadsheet, and presentation preparation.

Ability to:

- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.
- Exercise independent judgement.
- 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.