

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Office Specialist III	Job Code: 1005
Date: July 1, 1996	EEOC Code: OC

DEFINITION: This is highly skilled clerical support work requiring application of general and technical office skills with specialized knowledge of the operations of the office and higher level positions served.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated supervisor and perform assigned tasks under very general, indirect supervision. The work of this class is distinguished from that of the Office Specialist II by its comprehensive and responsible nature, higher level clerical support duties, and very specialized knowledge.

ESSENTIAL DUTIES:

Performs secretarial, clerical, and related incidental and specialized duties; compiles information and figures for special reports, edits and submits same for review; acts as intermediary between superiors and the public.

Types correspondence, reports, forms and other documents; edits and may originate correspondence for review; designs work unit forms for review.

Uses a computer terminal to enter and retrieve data in several different formats. May operate radio transmitters.

Makes copies; operates and may maintain various office machines; maintains appointment schedules.

Receives work from various sources and reviews or processes it for administrative use.

Maintains work unit filing and records systems; insures information on assigned programs is available on request.

Takes shorthand notes at meetings or from oral dictation and transcribes those notes.

May train, evaluate, and supervise secretarial/clerical staff as necessary.

May assist in formulating, preparing and monitoring bureau budget and expenditures requiring bookkeeping and general routine accounting work.

Performs the work of lower level employees as required; assists other staff members as needed; and performs other related duties as required.

MINIMUM REQUIREMENTS: High school diploma or G.E.D. plus either one and one-half (1.5) years experience as an Office Specialist II or three (3) years of comparable major clerical support

experience; or an equivalent combination of job-related education and experience substituting each one year of post-secondary education/training for six months of experience. [Specific experience in the use of computer terminals, software packages, 10-key adding machines, or basic accounting may be required. Certain positions may require additional certifications specific to the duties performed.] **NOTE: Applicants appointed directly to a career series position at higher than the entry level must satisfactorily complete the associated advancement criteria during the probationary period.**

License(s)

Some positions in this class may require a valid, lawful driver's license.

SELECTION FACTORS:

Knowledge of:

- basic English composition, spelling, and grammar.
- graphics software.
- the overall operations, methods, and procedures of the department.
- the budgetary and accounting processes of the work unit.
- administrative and clerical support functions, including, the operation of standard office machines and equipment.

Advanced Skill in:

- difficult public relation situations.
- organization methods.
- word processing software.
- spreadsheet software.
- Windows operating system.
- electronic communications.

Ability to:

- work with little or no supervision and make sound decisions in difficult situations.
- take and transcribe shorthand notes (if needed by position).
- give staff presentations when necessary.
- develop and recommend new office procedures.
- organize comprehensive or multiple projects.
- accurately write, format, and edit high-profile documents.
- consistently complete tasks in a timely and efficient manner.
- effectively supervise other employees (where required for the job).
- interpret and properly carry out very general instructions.
- communicate effectively both orally and in writing.

TOOLS AND EQUIPMENT USED: Computer terminal, typewriter, ten-key adding machine, telephone, radio, fax machine, copy machine, dictaphone, microfiche, postal machine, telephone, and other office equipment as necessary.

PHYSICAL DEMANDS: This work requires standing at a counter or sitting at a desk or computer terminal for extended periods of time. Some positions may require shift work.


ENVIRONMENTAL FACTORS: Work location is inside with little or no occupational hazards present. Some positions may include exposure to high-stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances. *Note: Employees of this class may be subject to on-call status.*



Department Director

9/9/96

Date



Mayor George O. Stewart

Date

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. This classification specification supersedes earlier specifications of this position. Management reserves the right to add or change duties at any time as needed without notice.