



Town of Oro Valley Classification Description

Title: **OFFICE SPECIALIST**
Job Code: 1830 (FT); 1831 (19 hrs)
FLSA Status: Non-Exempt

Department: Varies
Salary Grade: 107

POSITION SUMMARY:

Under general supervision, provides administrative and secretarial assistance and support to Directors and Administrators of an assigned department or division.

ESSENTIAL JOB FUNCTIONS:

- A. Provides administrative and secretarial assistance and support to Directors and Administrators.
- B. Responds to customer requests for Department information.
- C. Provides confidentiality and Department information.
- D. Assists in the development, implementation and administration of Departmental budget.
- E. Processes cash and check payments, performs tasks relative to keeping financial and statistical records and accounts and monitors monthly expenditures.
- F. Assists in the maintenance of the calendar of events and activities for the Department.
- G. Oversees, trains and participates in coordinating events and projects.
- H. Coordinates contracts for office equipment and supplies.
- I. Estimates expense costs for events and maintains budget.
- J. Assists in and operates office equipment.
- K. May supervise support staff, perform employee evaluations and approve requests for sick and annual leave.
- L. Plans, organizes, prioritizes, assigns and reviews tasks given to support staff for accuracy and completeness.
- M. Analyzes work related situations and makes independent decisions.
- N. Develops and maintains files and records and provides personnel copies of files requested.
- O. Composes and types correspondence.
- P. Assists in implementing and communicating policies and procedures.
- Q. Answers, screens and directs telephone calls and receives, reads and sorts mail.
- R. Attends and participates in meetings and prepares and posts agendas.
- S. Prepares, copies and distributes meeting materials and transcribes minutes.
- T. Trains, guides and assists staff with routine troubleshooting of computer and computer related support.
- U. Assists in front desk coverage.
- V. Regular, daily attendance is an essential function for this position.
- W. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Town and Department policies and procedures.
- Knowledge of research and report preparation techniques.
- Knowledge of personal computer hardware and software.
- Knowledge of event planning techniques and methods.
- Skill in interpreting and applying relevant Town, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent.
- Three (3) years' experience in office administration; **OR** an equivalent combination of education and experience.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.