



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 assistance and support to the department or division.

ESSENTIAL JOB FUNCTIONS:

- Provides administrative assistance and support to various staff members.
- Responds to and submits customer requests for Department information or action.
- Provides confidential support to the department.
- Processes cash and check payments, invoices, performs tasks relative to keeping financial and statistical records and accounts and monitors monthly expenditures.
- Coordinates, schedules, and organizes unit, program, or departmental calendars and meetings.
- Special event/ribbon cutting coordinator through the development of event cost estimates, communication plans and participation coordination.
- Coordinates contracts for office equipment and supplies.
- Assists in and operates office equipment.
- Compiles and summarizes statistical and operational data and prepares periodic and special reports.
- Develops and maintains files and records and provides personnel copies of files requested.
- Composes and types correspondence.
- Answers, screens, and directs telephone calls and receives, reads and sorts mail.
- Attends and participates in meetings and prepares and posts agendas.
- Prepares, copies, and distributes meeting materials and transcribes minutes.
- May train, guide and assist staff with routine support on various department specific software and document issues.
- May assist in front desk coverage.
- Works cooperatively with other administrative assistants in group to provide back up support and cross training.
- Regular, daily attendance is an essential function for this position.
- 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.
- Ability to interpret and apply relevant Town, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations.
- Ability to assess and prioritize multiple tasks, projects and demands.
- Ability to work within deadlines to complete projects and assignments.
- Ability to communicate both verbally and in written communication.
- Ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED.
- 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.