

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: OFFICE SPECIALIST RESTRICTED

BASIC FUNCTION:

Under the supervision of an assigned manager, performs varied and responsible administrative support duties to support office operations and personnel within an office or department; coordinates and organizes

Composes, develops, and formats, independently or from oral instructions, note or rough draft, a variety of written communications and materials to meet program and office needs; revises, verifies, proofreads and edits a variety of documents and communications.

Researches, compiles and verifies a variety of data and information; computes statistical information for various reports as necessary.

Coordinates, schedules, prepares for, and attends a variety of meetings, workshops and special events, including but not limited to preparing and sending out notices; compiling and preparing agenda items.

Performs a variety of budgeting, financial recordkeeping, and accounting duties in support of assigned programs, or projects as assigned; monitors fiscal activity and funds and for income and expenditures, and compared to established budget allocations; assists in assuring expenditures to do not exceed established budget limitations as assigned; calculates, prepares and revises accounting and budgetary data; balances and reconciles assigned accounts and budgets as required; processes budget transfers and purchase orders.

Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Maintains appointment and activity schedules and calendars; coordinates travel arrangements and hotel reservations as necessary; reserves facilities and equipment for meetings and other events as related to assigned responsibilities; schedules and arranges appointments, conferences and other events.

Monitors inventory levels of office and designated supplies; orders, receives and maintains appropriate levels of inventory as required; prepares, processes and codes purchase orders and invoices as assigned; arranges for billings and payments as directed.

Receives, sorts and distributes mail; prepares and distributes informational packets and bulk mailings as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Department or program organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Terminology, practices and procedures of assigned office.

Record keeping and filing techniques.

Business letter and report writing, editing and proofreading.

Telephone techniques and etiquette.

Methods, procedures and terminology used in clerical accounting work.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending the waist, kneeling or crouching to file and retrieve materials.

Approved by Personnel Commission: December 14, 2016

Kristin Olson
Director Classified Personnel Services

Date: 12/14/16