

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: OFFICE SPECIALIST

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 office activities, supports personnel and office activities, projects, and initiatives; coordinates flow of communications and information as related to assigned duties and responsibilities; prepares and maintains a variety of manual and automated records and reports related to assigned activities.

DISTINGUISHING CHARACTERISTICS:

The Office Specialist performs specialized support and administrative duties for an office as assigned. This may entail supporting and coordinating the work of a variety of personnel, and completing a variety of office tasks, ranging from routine responsibilities to complex special projects. The office environment and assigned work may be subject to constant change.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Performs varied and responsible office support and administrative duties in support of office operations and personnel within an office; coordinates and organizes office activities and work; coordinates flow of communications and information as related to assigned personnel and duties; assures smooth and efficient office operations.

Performs a variety of specialized duties and responsibilities in support of an office or department; addresses special matters and projects as assigned; supports office activities which may entail working on routine or complex matters; assists in coordinating the work of others for the completion of office tasks and initiatives.

Performs public relations and customer services in support of the

in resolving a variety of issues; refers difficult issues to the administrator as needed.

Provides technical information and assistance related to program or organizational operations and related laws, rules, regulations, policies and procedures.

Compiles information and prepares and maintains a variety of records and reports; establishes and maintains filing systems; inputs a variety of data into the system.

Office

Sitting or standing for extended periods of time.
Bending