

OFFICE SPECIALIST I

JOB CODE: 6927
LOCATION: Tioga County Departments & Jurisdictions
CLASSIFICATION: Competitive
SALARY: CSEA - Salary grade III (Tioga County); Varies by location (School Districts & Municipalities)
ADOPTED: 02/14/17, Reso. 55-17

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of various standardized entry-level clerical tasks. An incumbent will operate a computer and related office equipment for the entry and retrieval of information using software to produce printed material such as letters, memoranda and forms. Ability to accurately manipulate specific software is valued over speed when performing keyboard functions. Specific duties will vary with the needs of the department or jurisdiction. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Receives and organizes work to be processed determining document format;
- Prepares correspondence, documents, records and other written material in final or draft form using handwritten rough drafts, marked copy oral recordings or data from various equipment as the source material;
- Proofreads and corrects work producing accurate, clean and complete prepared copy;
- Prepares, stores and retrieves lists and documents;
- Serves as receptionist and greets clients and/or visitors;
- Answers telephone and gives out routine information;
- Maintains department electronic files, or alphabetic, numeric and/or chronological paper files
- Sorts, date stamps and distributes mail and packages;
- May order office supplies and maintains inventory of supplies and equipment;
- Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;
- Schedules meetings and appointments;
- May collect fees and account for monies received;
- May prepare and maintain time records for payroll.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern office terminology, procedures, equipment; working knowledge of business English, including the ability to alphabetize, spell correctly and use appropriate grammar and punctuation; working knowledge of business arithmetic; ability to operate a personal computer; ability to accurately operate an alphanumeric keyboard; ability to understand and follow oral and written instructions; ability to work well with others and to display courtesy when dealing with the public; initiative, resourcefulness, accuracy, tact, neatness and good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency.