OFFICE SPECIALIST III

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a wide variety of responsible secretarial and clerical duties in support of an assigned Director or Manager; to provide information and assistance to administrators, faculty, staff, students and the public; to provide information to students, faculty, staff and the general public; and to perform a variety of clerical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Office Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing secretarial support to an assigned Director or Manager. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned Director or Manager.

May exercise technical and functional supervision over student staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform a wide variety of responsible secretarial and clerical duties in support of an assigned Director or Manager.

2. Answer telephone and greet guests; screen office and telephone callers; provide information to students, faculty, staff and the general public relative to assigned functions; explain college programs, policies and procedures.

3. Type and proofread a wide variety of reports, letters and memoranda from rough draft or verbal instruction; independently compose correspondence related to assigned responsibilities as needed.

4. Maintain a calendar of activities, meetings and various events for assigned staff; coordinate activities with other campus departments and government and outside agencies; arrange travel plans.

5. Create and maintain database information; maintain accurate and up-to-date files and records for assigned areas; monitor various logs, accounts and files for current and accurate information.
PALOMAR COMMUNITY COLLEGE DISTRICT
Office Specialist III
June 2006

6. Receive, sort and distribute mail; open and respond to routine correspondence.

7. Maintain department filing, records and rosters; develop, implement and modify filing systems.

8. Operate a variety of office equipment including copiers, facsimile machine and computer; input and retrieve data and text.

9. Maintain inventory of office supplies; order supplies as needed.

10. Serve as liaison between assigned staff and other campus departments and students.

Marginal Functions:

1. Participate in special projects as required.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and equipment including computers.
Principles of business letter writing and basic report preparation.
Principles and procedures of record keeping.
Basic mathematical principles.
English usage, spelling, grammar and punctuation.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Perform a wide variety of responsible secretarial and clerical duties.
Independently prepare correspondence and memoranda.
Monitor budget expenditures and notify higher level management staff of unusual discrepancies.
Type or take notes at a speed necessary for successful job performance.
Maintain a calendar of activities and schedule meetings appropriately.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Respond to difficult requests and inquiries from students, faculty and staff.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
PALOMAR COMMUNITY COLLEGE DISTRICT
Office Specialist III
June 2006

**Experience:**

Four years of increasingly responsible clerical and secretarial experience, preferably involving frequent public or student contact.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; extensive contact with students and faculty.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time; light lifting or carrying; extensive use of computer keyboard.