

# CITY OF SIMI VALLEY

## OFFICE SPECIALIST I OFFICE SPECIALIST II

*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.*

### **SUMMARY DESCRIPTION**

Under supervision (Office Specialist I) or general supervision (Office Specialist II), performs a wide variety of responsible clerical, secretarial and basic clerical accounting work in support of an assigned division or office; types, proofreads, files and maintains a variety of documents and correspondence; and provides information and assistance to the public regarding policies and procedures related to assigned area.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

### **DISTINGUISHING CHARACTERISTICS**

**Office Specialist I** – This is the entry-level in the Office Specialist series. This class is distinguished from the Office Specialist II by the performance of the more routing tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have limited related work experience.

**Office Specialist II** – This is the full journey level class within the Office Specialist series. Employees within this class are distinguished from the Office Specialist I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Prepare, type, word process, proofread, submit and track a variety of documents including general correspondence, agendas, reports, specifications, memoranda and statistical charts from rough draft or verbal instruction.
2. Answer the telephone; screen and route calls to appropriate personnel; respond to complaints or inquires; greet visitors; schedule meetings as requested; provide information on departmental and City policies and procedures as required.
3. Receive, prepare and review documents for transfer onto the City's website; ensure appropriate formatting is used; update information and documents posted on the website.
4. Perform a wide variety of general clerical work including the maintenance of accurate and detailed files, logs, manuals and records; verify accuracy of information; research files for staff.

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**Office Specialist I/II (Continued)**

5. Monitor and maintain control of a variety of documents, records and reports; track storage locations, required retention time and inventory of all documents; prepare records destruction forms; update records management database.
6. Collect fees; reconcile cash drawer; record daily cash counted on applicable forms; prepare deposit slip; prepare cash drawer for next business day.
7. Create and maintain accurate schedules and calendars for assigned activities; reschedule events as needed; coordinate activities with other City departments.
8. Operate office equipment including copiers, facsimile machines, computers and a two-way radio as assigned; input and retrieve data and text; organize and maintain disk storage and filing.
9. Coordinate secretarial and clerical activities with other administrative support staff; provide team leadership as needed.
10. Provide assistance to other departmental staff in using various office applications.
11. Collect, review, audit and input timesheets for assigned area into the financial system; prepare payroll adjustments on spreadsheets; monitor and input all leave requests.
12. Prepare purchase requests and logs; create blanket purchase orders and prepare orders for payment; manage purchases and order status; compile quotes from vendors and prepare vendor bids; order and maintain inventory of office supplies.
13. Track and prepare employee reimbursements for tuition, certifications and licenses.
14. Prepare invoices for completed and current projects in the financial system; maintain an accounts receivable spreadsheet; process refunds.
15. Receive, sort and distribute incoming and outgoing correspondence and mail.
16. Attend and participate in support staff group meetings as required.
17. As needed, attend and help coordinate City events; mail invitations, prepare materials, assist attendees.
18. Attend meetings; take and prepare minutes as necessary.
19. Serve as back up to various other administrative support positions as required.
20. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Basic business letter writing and report preparation techniques.

Modern office procedures, methods and equipment including computers and applicable software applications.

Basic mathematical principles.

Basic clerical accounting procedures and practices including account receivable and payable.

Basic payroll procedures.

Methods and techniques of project coordination.  
Principles and procedures of record keeping, storage and maintenance.  
Operations, policies and procedures of the assigned area.  
English usage, spelling, grammar and punctuation.

**Ability to:**

Perform responsible administrative clerical and secretarial work in assigned area.  
Perform clerical work including maintenance of appropriate records and compiling information for reports.  
Create and maintain accurate schedules and calendars.  
Type or word process at a speed necessary for successful job performance.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Perform routine mathematical calculations.  
Maintain tact and courtesy in high stress environments.  
Respond to requests and inquiries from the City staff, outside agencies and the general public.  
Work independently in the absence of supervision.  
Effectively multi-task and prioritize to meet project deadlines.  
Understand and carry out oral and written directions.  
Maintain confidential records and reports.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Office Specialist I**

**Education/Training:**

Equivalent to completion of the twelfth grade supplemented by specialized secretarial training.

**Experience:**

One year of responsible administrative support experience.

**Office Specialist II**

**Education/Training:**

Equivalent to completion of the twelfth grade supplemented by specialized secretarial training.

**Experience:**

Three years of increasingly responsible administrative support experience comparable to an Office Specialist II with the City of Simi Valley.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting; exposure to computer screens and dust.

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment; sitting for prolonged periods of time; use of ladder to retrieve files; light to moderate lifting may be required.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

Adopted: October 2003  
*Johnson & Associates*

Revised: July 2016