



CLASS SPECIFICATION

Class Title: Office Specialist I
Department: County-wide

Class Code: 1100
Grade: 10
Eff. Date: 1/1/82

GENERAL PURPOSE

Under close supervision of an administrative superior, performs routine entry level clerical work in a specialized field or office.

EXAMPLE OF DUTIES

Performs routine clerical duties including searching files, filing, sorting and distributing mail, answering telephones, relaying messages, and receiving, sorting, and distributing supplies.

Fills in data on standard office forms; posts data to various records; collates and assembles materials according to established methods and procedures; reviews reports and forms for accuracy and completeness.

Performs receptionist duties and provides information of a general nature or refers others to appropriate staff member.

Operates simple office equipment requiring no special training; operates computer terminal may act as a cashier in receiving funds.

May operate a motor vehicle.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation.

Requirements for Office Specialist I positions in the Library: At least six (6) months of part-time employment in a public library, or at least one (1) year of part-time employment in a school or academic library, or an acceptable combination of education and experience related to general office support or customer service practices.

2. Special Qualifications:

May be required to pass a criminal history background investigation, depending on which department the position is located.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license

must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. **Necessary Knowledge, Skills and Abilities:**

Knowledge of modern office practices, procedures, and equipment.

Keyboarding skills may be required depending upon the position.

Library positions: must pass the Library data entry test.

Ability to: perform routine and detailed clerical duties; follow written and oral instructions; make simple mathematical computations; establish and maintain effective working relationships with supervisors, other employees, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**