

Class Title: Office Specialist, Lead
Department: County-wide
FLSA: Non-Exempt

Class Code: 1109
Grade: 15
Revised: 06/06/18

GENERAL PURPOSE

Under general supervision of the Administrative Officer or designee, performs senior level administrative support duties including specialized and complex clerical work requiring the exercise of independent judgment. (This classification functions as a lead worker and is not part of a career ladder job series.)

EXAMPLE OF DUTIES

May perform lead worker duties and assist with supervision. Independently composes and processes routine and special correspondence, reports, forms, billings, payments, certificates, applications or other material; examines and ensures accuracy and completeness; makes corrections or resolves discrepancies consulting with supervisors or other employees as required.

Processes departmental actions and maintains strict confidentiality as appropriate.

Establishes and maintains a variety of filing systems and records.

Reviews correspondence and reports; determines information to be extracted for further use; determines routing and filing; maintains records and accounts; compiles, computes and tabulates data for reports requiring some judgment as to content.

Performs bookkeeping and/or billing duties. Determines and collects fees where some degree of personal judgment is involved in the decision; prepares and issues receipts, notices, certificates and license and keeps records of transactions. May enter bi-weekly payroll and maintain payroll and leave records.

Receives telephone and personal callers, handling any questions or matters of a technical nature and directing others to the appropriate staff member; receives and responds to complaints; assists visitors in filling out forms and applications.

Researches and indexes proper material to keep the files current and to answer any inquiries that may arise.

May arrange for meetings and/or conferences and prepare agendas; may take and distribute minutes.

Operates computer hardware and all applicable software applications and/or other standard office

equipment as required.

May operate a motor vehicle.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation plus four (4) years of full-time increasingly responsible clerical work, two (2) years of which must have been as an Office Specialist II or equivalent level; an acceptable combination of education and experience may be considered. Work experience must be appropriate to the position to be filled.

2. Special Qualifications:

Must be bondable as required by position.

For positions in the Sheriff's Office: must pass the Davis County Sheriff's Office (DCSO) background investigation.

May be required to provide personal transportation for on-the-job travel, depending on the position. Employees driving a personal or a County vehicle for job related travel must possess a valid driver license 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). Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Considerable knowledge of: County and departmental policies, procedures and practices; modern office practices and procedures; business English; proper grammar, spelling and punctuation; correspondence formats and composition; specialized duties required by the position.

Skill in: keyboarding as required by the position; creating and maintaining documents and spreadsheets; operating all applicable computer hardware and software applications; operating standard office equipment; using a multi-line telephone; using a dictaphone and taking minutes as required by the position.

Ability to: lead and evaluate the work of others; perform complex and detailed clerical work; compose documents using proper grammar, spelling, and punctuation; use computer hardware and applicable software applications; establish and maintain filing systems and keep orderly records; organize assignments and prioritize tasks; communicate effectively (orally and in writing); follow written and oral instructions; make mathematical

computations rapidly and accurately; establish and maintain effective working relationships with supervisors, other employees/departments, 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.***