

Classification Specification
OFFICE SPECIALIST I

Date Prepared: January 2002

FLSA Status: Non-Exempt

Date Revised: October 2016
Nov 2011

SERIES CONCEPT

The Office Specialist I is the entry level classification in the Office Specialist series, which includes Office Specialist I through IV and Administrative Assistant.

GENERAL DESCRIPTION

Under direct supervision, performs a variety of routine clerical tasks.

Works in a team setting with fellow agency administrative staff to support overall agency administrative functions.

ESSENTIAL JOB FUNCTIONS

- Responsible for a variety of routine clerical tasks.
- In a team setting, works with administrative support staff to share workload as appropriate based on skill level needed, provide clerical support, provide phone and customer service and office reception as needed to support work of the agency.
- Types forms, labels, and memoranda.
- Operates various types of photocopying equipment.
- Enters data on computer.
- Under supervision, provides technical information and assistance to the public by phone and in person.
- Follows established procedures for digital and paper filing systems as well as procedures for the storage and retention of all agency documentation.
- Collates and mails agenda packets.
- Processes bulk mailings.
- Helps with setup of room for meetings.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Office Specialist I classification are distinguished by the requirements for entry level office skills, level of supervision required, level of complexity and breadth of tasks, and the routine nature of the work performed.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

A minimum typing speed of 40 wpm is required.

EXPERIENCE – MINIMUM:

Six months of general office experience.

EDUCATION – MINIMUM:

High school diploma or equivalent

OR SUBSTITUTING

Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- General office practices, procedures and systems.
- Correct punctuation, spelling, grammar and word usage.
- Microsoft Office software for document preparation.

Ability to:

- Establish and maintain positive relations with staff and the public.
- Work cooperatively with others as a member of a service-oriented team.
- Communicate effectively, orally, and in writing.
- Learn and perform assigned tasks quickly and accurately from oral and written instructions.
- Type with accuracy.
- Provide excellent customer service to both interior and exterior customers.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.