

Office Specialist II

Position Details

Class Code: 0123

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: Pay Grade 45 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under supervision of the assigned management personnel, the purpose of the position is to provide general office support involving routine clerical duties in the assigned functional area, requiring general knowledge of basic office systems and procedures. Position may be assigned to a large department and perform a broad array of generalized administrative support functions, or assignment may be to a specialized office or school wherein incumbents receive initial instruction in specific office operations.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Uses computer and mainframe applications (i.e., word processing, inquiry, data input, etc.) to obtain and enter data and operates a variety of office equipment (i.e., computer, printer, copier, switchboard, fax machine, microfilm machine, etc.).
2. Types and proofreads a variety of documents, reports, and forms (i.e., correspondence, memoranda, tables, orders, or other information relating to the operation of the assigned functional area) from rough draft and/or composes, as directed.
3. Researches and compiles information, verifies accuracy of information, maintains data for various departmental reports and databases.

4. Files correspondence, bulletins, reports, records, materials, and other documents according to appropriate departmental guidelines; may retrieve files upon request.
 5. Establishes, collects, organizes, and maintains data pertaining to assigned clerical tasks and composes departmental reports, as requested.
 6. Answers telephone inquiries from employees and the public concerning departmental activities and operations; accepts, screens, and routes telephone calls; and greets and directs visitors, as appropriate.
 7. Assists with the resolution of minor routine administrative and operational problems.
 8. May photocopy, sort, staple, and/or distribute documents, as requested.
 9. May type labels, envelopes, and/or routine forms; may open, sort, date stamp, and distribute incoming/outgoing correspondence.
 10. Processes, sorts, verifies accuracy of, and files applications, purchase orders, payroll records, student records, personnel records, financial reports, requisitions, legal documents, etc., in accordance with established procedures.
 11. Maintains and updates computer system database to compile, store, and/or retrieve information to prepare various reports.
 12. May sort documents and prepare envelopes for mass mailings, as directed.
 13. Conforms to safety standards, as prescribed.
 14. Performs related duties, as assigned.
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Distinguishing Characteristics

None specified.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of basic record keeping/accounting practices; ability to perform routine mathematical computations.
2. Knowledge of basic Clark County School District work policies and guidelines; knowledge of departmental practices and procedures.
3. Ability to understand, explain, and apply written and oral instructions, practices, and procedures.
4. Ability to clearly communicate information, verbally and in writing, knowledge of business English and spelling.
5. Ability to type.

6. Ability to prepare routine documents and compose business letters and memoranda.
 7. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, fax machines, etc.).
 8. Ability to perform routine typing and basic computer operations (i.e., data entry, word processing, records retrieval, etc.).
 9. Ability to access, operate, and maintain various software applications; ability to read, update, and maintain various records and files, ability to learn job specific computer software applications.
 10. May require the ability to operate specialized communications or office equipment as specified by the assigned work area.
 11. Ability to establish and maintain effective working relationships with District employees, students, parents/guardians, and the public.
 12. Ability to work without direct supervision to carry out assignments to completion; ability to meet predetermined deadlines.
 13. Ability to perform duties with a professional and cooperative work ethic; ability to maintain confidentiality.
 14. Ability to work flexible hours or shifts as necessary for the efficient operation of the department.
 15. Ability to do editorial checking for spelling, punctuation, and grammar.
 16. Ability to recognize and report hazards and apply safe work methods.
 17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. One (1) year of clerical; or,
Official high school transcript or an accredited college/university transcript(s) indicating coursework taken in each of the following areas: Computer Education (i.e., Keyboarding, Computer Applications, Office Technology, Word Processing, or equivalent); English (i.e., English III, English IV, English Composition, English Literature, World Literature, or equivalent); Math (i.e., Algebra, Geometry, Trigonometry); and one (1) or more course(s) in any business-related subject (i.e., Accounting, Finance, General Business, Business Law). Qualified candidates must have achieved a grade of B or better in each course.

Licenses and Certifications

None Specified.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcript or equivalent (i.e., GED, foreign equivalency, etc.).
 2. Official high school transcript or an accredited college/university transcript(s), if applicable.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities, schools, and department offices.

Work Environment

Strength

Sedentary/Medium - Exert force to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 10/11/21
- Created: 01/28/99