

EAST BAY REGIONAL PARK DISTRICT

OFFICE SPECIALIST

GENERAL FUNCTION

Under general supervision, performs specialized clerical and administrative tasks in support of functions/programs, such as, police records, parks express, memberships, purchasing and facilities maintenance, and maintenance contracts.

CLASS CHARACTERISTICS

Office Specialist is the journey level class of this series, fully competent to independently perform a variety of clerical and administrative tasks. Positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. Specific duties will vary with the department to which assigned.

ESSENTIAL FUNCTIONS

The essential functions of these positions include, but are not limited to: processing police (court cases and parking citations), fire, medical and field reports; inputting reservation requests for the parks express transportation program; processing memberships; answering heavy volume of telephone calls; maintaining large databases for mailing lists; preparing purchase requisitions for supplies and equipment; arranging for repair of equipment and maintenance of a building; assisting with contract administration; processing payments; tracking, reconciling and depositing checks/cash; compiling data for reports; typing correspondence, reports, and forms, using a word processor.

OTHER FUNCTIONS AND DUTIES

Other tasks related to this position will include: assisting with special events, opening mail, designing and creating new forms, certificates, flyers; updating and maintaining filing systems; and receiving public visitors; performing related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Equivalent to graduation from high school.

AND

Experience: Three years of recent responsible clerical or general office experience dealing with the public.

OR

60 semester units may be substituted for a maximum of one year experience.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of modern office practices and procedures, including the operation of data processing and personal computer systems, and other standard office equipment. Possess math and bookkeeping skills. Ability to attend to detail, be thorough, and follow through; use initiative and sound judgement within established guidelines. Ability to type 50 net words per minute. Ability to prioritize work and coordinate several activities. Ability to interpret and apply detailed rules and regulations. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers. Ability to perform continuous data entry at a computer terminal.

SPECIAL CONDITIONS OF EMPLOYMENT

Certain positions will require a valid California driver's license as a condition of initial and continued employment in this classification.

Employment Category: AFSCME, Local 2428, Salary Range Effective 3/27/99 (\$2,996.61 - \$3,219.87)

Adopted by Board: June 6, 1989

Revision Approved by Board: March 21, 2000

Replaces "Administrative Clerk II"