

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: OFFICE SPECIALIST II (Job Code 771 &772).

GENERAL STATEMENT OF JOB

Under general direction performs routine office support functions for a specific department of the City. Employees in this class generally possess extensive departmental knowledge and excellent clerical/keyboard skills. Depending on the department of placement, duties may range from extensive record keeping and report maintenance tasks to accounting responsibilities and receptionist responsibilities. Office support functions performed at this level are moderate to complex in nature and generally require a high degree of accuracy. Rather than coordinating individuals, employees in this class coordinate several specific tasks that can be complex in nature. The incumbent prioritizes tasks and usually performs such tasks independently and with little supervision or review

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Generates correspondence, memos, office supply orders, department requisitions, claim forms, monthly operational reports, annual budgets, and other relevant materials appropriate to assigned unit.

Compiles departmental budget reports pertaining to orders filled and keeps track of orders for various divisions within unit.

Takes directions from and assists Department Head when Office Manager is on vacation.

Takes telephone inquiries and complaints, ascertains nature of call and directs it to the appropriate individual or department.

Performs a variety of essential record keeping duties and manages record keeping and filing system pertaining to specific job duties.

Receives various reports and applications for the purpose of verifying accuracy and relates information to others as necessary.

Uses modern office equipment including a computer and related hardware and software programs to complete assigned work. Completes, prepares various forms, and transcribes as required by the assigned department.

Works independently with supervisors to process orders, public notice advertisements, invoices, bonds, and other related administrative tasks.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent with minimum level course work in computers, accounting, and/or business. Minimum two (2) years of related work experience, or an equivalent combination of education, experience, and training.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read available information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of advanced office support functions.

Knowledge of reports and record keeping principles and techniques.

Knowledge of filing principles and methods.

Skilled in both written and oral communication for effective expression and clarity.

Ability to exercise sound judgment and make independent decisions in accordance with established departmental policies and procedures.

Ability to establish and maintain effective working relationships with supervisor, support staff and other departments with which position interacts.

Ability to analyze, organize and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining required attention to detail to ensure accuracy in performing assigned tasks.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date