

Civil Division: Oneida County Government, BOCES, Schools,
Mohawk Valley Water Authority, Villages
Jurisdictional Class: Competitive
Non-Competitive (part-time)
EEO Category: Administrative Support
Revised: 04/02/07

OFFICE SPECIALIST II

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class performs office and clerical tasks at a higher performance level than an Office Specialist I. The duties are performed under direct supervision with the work reviewed by immediate observation, cross checking, periodic or spot checks or by another step in a clerical process. Supervisors are available for consultation on new or difficult assignments. Supervision is not a responsibility of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES:

Types, sorts, processes and files correspondence, forms, rosters, payrolls, bills, invoices, vouchers, records, purchase orders, catalog cards, reports, index cards, memoranda, clinic reports, and other material;
Prepares from copy, rough draft and/or dictating machine, office documents which include but are not limited to: letters, memoranda, contracts, leases, vouchers, etc.;;
Operates various office equipment;
Answers telephone, takes messages and furnishes routine information;
Receives, sorts and processes mail;
Orders, inventories and issues supplies;
Prepares file folders containing office documents;
Receives, greets and provides information and assistance to the general public.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of basic arithmetic and English; working knowledge of office keyboards; ability to produce accurate copy of office documents; ability to understand and follow oral and written directions; ability to establish and maintain good working relationships with others; possess a positive and friendly attitude.

MINIMUM QUALIFICATIONS: Either:

Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of experience in the performance of office and clerical tasks.

NOTES:

1. Verifiable part-time experience as defined above will be pro-rated toward meeting full-time experience requirements.
2. All applicants who pass the written exam must also pass a typing/keyboarding performance test at 25 wpm.

Title change from "Stenographer": 04/02/07
"Stenographer" Adopted: 01/28/82
Revised: 10/05/92, 05/28/93, 08/12/96, 06/18/97, 03/22/01