

WHITMAN COUNTY
POSITION DESCRIPTION



Effective Date: January 1, 2020
Position Title: Office Specialist II
Job Family Classification #: 163
Department Title: Information Technology
Department Code: 320
Salary Range: \$2929
FLSA Status: Non-Exempt
Union Status: Non-Represented
Reports to: Department Director

OFFICE SPECIALIST II

BASIC PURPOSE

This position performs accounting and clerical management for the effective administration of the Information Technology Department. In addition, this position also performs a wide variety of technical functions requiring specialized knowledge, skill and the use of independent judgment. This position assists multiple supervisors within the County.

NATURE OF WORK

This position is responsible for the application of accounting theories, principles and practices for the accounting system. Position is responsible for ensuring that the accounting systems are in compliance with the Washington State Budget and Recording System (BARS) which involves interpreting and analyzing BARS guidelines to department, State and Federal regulations, or County accounting practices. Work is subject to internal and/or external audits. In addition, this position performs a variety of technical functions. Work is normally performed in an office setting.

SUPERVISION EXERCISED AND RECEIVED

Supervision is not a normal responsibility of this position. Work is performed independently with the employee accepting responsibility for the completion of regular and recurring duties. Direction is provided by administrative, professional staff, and higher-level clerical support staff.

ESSENTIAL JOB FUNCTIONS

Use established fiscal principles, practices and procedures for government accounting; prioritize and manage multiple projects; use computer and associated software. Answer

multi-line telephone and direct calls; greet and direct the public in a pleasant manner; communicate effectively both orally and in writing; word processing; creating/maintaining spreadsheets, take meeting minutes; maintain departments' social media site(s); prepare final drafts of documents as directed; Proper personal hygiene, good grooming, and appropriate dress-wear are essential requirements for this position.

EXAMPLES OF WORK

- Perform work in areas of budgeting, accounting, payroll, statistical compilation, analysis, and other accounting areas.
- Assist in compiling, and review of the annual budget in accordance to State Statute.
- Compile, prepare, and submit all required reports on or before assigned deadlines.
- Assist in the preparation of grant contracts for annual/biannual review.
- Answer the telephone and direct calls to appropriate person; take written messages.
- Greet the public; answer inquiries and give out forms and documents; refer callers to proper sources.
- Manage heavy flow of correspondence, including incoming and outgoing mail.
- Type/use word processor to prepare correspondence and other documents as directed.
- Operate copy machine, computer terminals and other related office equipment.
- Take meeting minutes.

NON-TECHNICAL ESSENTIAL JOB FUNCTIONS

Establish and maintain good working relationships with public officials, employees and the public; communicate using speaking and listening skills; work independently in the performance of assigned duties; perform several tasks at once; attention to detail and follow through; organize and prioritize work; establish positive working relationships with co-workers, and other county employees; follow stated oral and written directions; maintain confidentiality; work under the direction of multiple supervisors.

SELECTION CRITERIA

Knowledge

- Knowledge of budgeting, accounting, payroll, statistical compilation, and analysis.
- Knowledge of the Washington State Budget and Recording System (BARS).
- Knowledge of business English, spelling, grammar, punctuation, and arithmetic.
- Knowledge of modern office methods, procedures, equipment, and proper construction of correspondence.
- Knowledge of Microsoft Office, specifically Word, Outlook, Publisher, and Excel.
- Knowledge of social media outlets (Facebook and Twitter).

Ability

- Ability to make basic mathematical computations and tabulations accurately and with reasonable speed.
- Ability to understand and follow oral and written instructions.
- Ability to work independently with a minimum of supervision.

- Ability to establish and maintain effective working relationships with other employees, public officials, and the general public
- Ability to occasionally attend public meetings, public hearings, training sessions, or other committee meetings as necessary at night or on weekends as scheduled

MINIMUM QUALIFICATIONS

- Two (2) years of general clerical experience OR substituting on a month for month basis, any combination of experience, education, and training which would demonstrate the level of knowledge and ability required.
- Successfully pass a background check.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment.

Physical Movement	Never	Seldom 1-10% 0-1 hr/day	Occasional 11-33% 1-3 hr/day	Frequent 34-86% 3-8 hr/day	Constant 67-100%
Sit				X	
Stand			X		
Walk				X	
Climb (ladder/stairs)		X			
Twist				X	
Bend/Stoop				X	
Squat/Kneel		X			
Crawl		X			
Reach Left,Right,Both					X
Work above shoulders (L,R,B)		X			
Keyboard (L,R,B)					X
Wrist (flexion/extension) (L,R,B)				X	
Grasp (forceful) (L,R,B)			X		
Fine manipulation (L,R,B)				X	
Operate foot controls (L,R,B)		X			
Vibratory tasks: high impact		X			
Vibratory tasks: low impact		X			

Lifting/Pushing	Never	Seldom	Occasional	Frequent	Constant
Lift (lbs) (L,R,B) up to 70 lbs			X		
Carry (lbs) (L,R,B) up to 70 lbs			X		
Push/Pull (lbs) (L,R,B) up to 70 lbs			X		