

**CITY OF COLLEGE PARK, MARYLAND**

**CLASS SPECIFICATION**

**CLASS TITLE:** OFFICE SPECIALIST III

FLSA Status: Nonexempt

**GENERAL CLASS DESCRIPTION:** Positions in this classification perform complex clerical and secretarial duties for staff within an assigned department or departments. Positions perform a variety of duties which require considerable independence and initiative. Positions establish clerical procedures, priorities and processes which govern their daily activities. Preparation of correspondence and reports often involves composing and researching information for inclusion into documents. Serves as secretary to a director, and/or department managers. May supervise the work of lower level clerical positions. This class is distinguished from the Office Specialist II class by its responsibility for more complex report and document preparation and/or database maintenance.

**ESSENTIAL JOB FUNCTIONS:**

**The following duties are typical for this classification. They are not to be construed as exclusive or all-inclusive. Not all the listed duties may be required and other duties may be required or assigned depending upon the assigned department, unit or office.**

- Operates a computer for the purpose of entering, retrieving and manipulating data within department information systems and databases. Enters information, queries data base for requested information, originates and prints reports from databases. Reviews information to ensure accuracy, and completion; and analyzes data for the purpose of preparing requested reports and documents.
- Prepares correspondence, memorandum, notices, reports, advertisements, permits and other documents which may involve developing and/or modifying formats; researching information for incorporation into reports and documents; composing letters and text; and/or designing layout.
- Makes business and travel arrangements for staff; maintains appointment calendar, and proofreads correspondence prepared by staff.
- Answers telephones and provides information regarding department's activities or program or refers caller to appropriate department personnel. Receives, sorts, and distributes incoming mail.
- Orders office supplies. Maintains information on department expenditures. Prepares records of monies received, vendor accounts, and other program account information.
- Supervises the work of subordinate clerical staff, to include assigning, and reviewing work.

**KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.**

**Technical Knowledge:**

- Considerable knowledge of office terminology, clerical procedures and practices, and office equipment.
- Considerable knowledge of business arithmetic, English, grammar, and terminology pertinent to assigned department's programs and activities.
- Considerable knowledge of procedures for entering, retrieving and manipulating data in an automated information systems and programs used by the assigned department(s).

## OFFICE SPECIALIST III

- General knowledge of City and department administrative procedures such as purchasing and accounting.

### **Physical Requirements:**

- Ability to operate a variety of office equipment.

### **Language Ability & Interpersonal Communications:**

- Ability to develop and prepare correspondence, reports, records and other documents.
- Ability to provide and apply department and program policies and procedures for the purpose of responding to inquiries, processing paperwork and preparing correspondence and reports.
- Ability to read manuals, correspondence, general files, policies and procedures for the purpose of providing clerical support to department staff.
- Ability to read and follow oral and written instructions.
- Ability to provide courteous assistance to department customers, clients and visitors.

### **Environmental Adaptability**

- Work is performed in an office environment.

### **ACCEPTABLE TRAINING AND EXPERIENCE**

Graduation from high school or equivalent with additional vocational or business courses pertaining secretarial skills; and 3 - 5 years of experience performing clerical and secretarial duties; or any equivalent combination of training and experience which provides the required knowledges, skills and abilities.

*College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*