

Class Code: E15
City of Anaheim
Class Specification

Classification:
PRINCIPAL OFFICE SPECIALIST

DEFINITION:

Under minimal supervision, to have functional responsibility for a major specialized clerical assignment of department-wide or City-wide significance and to perform complex specialized clerical work, some of which involves typing.

EXAMPLES OF DUTIES - Depending upon major functional area of assignment, responsibilities and duties may include, but are not limited to the following:

Completes responsible clerical assignments related to a major functional area which has department and/or city-wide significance.

Completes special project assignments which may involve coordinating the efforts of other staff, designing methods for completing projects, developing work schedules, researching and gathering data, attending meetings and visiting other offices, developing written goals and procedures, preparing narrative and statistical summaries and reports and solving problems encountered in the project.

Completes work assignments which may involve highly sensitive and confidential information.

Maintains complex schedules and calendars.

Represents the department in responsible communications related to the specialized assignment of the incumbent.

Composes a wide range of correspondence requiring use of judgment based upon a thorough knowledge of the functions and procedures of the position.

Drafts contracts, procedures, rules, resolutions and other technical materials.

Answers questions requiring a thorough understanding of policies and procedures.

Processes accounts receivable, accounts payable and purchase requisitions.

Types forms, schedules, reports, lists and general correspondence.

Operates a computer terminal and/or CRT to enter and edit a variety of data.

Operates a printer to print documents stored in computer or word processor.

Proofreads materials for clerical accuracy, spelling, syntax, grammar and clarity, using judgment in making editorial changes.

Compiles information for a variety of narrative and statistical reports, locating sources of information, devising forms to serve data and determining proper format for finished report.

Compiles agendas, attends meetings, takes notes of business conducted and composes minutes.

May act as clerical support to various boards and/or commissions.

Maintains records of staff attendance and absences, compiling and submitting periodic reports for payroll purposes.

Designs office forms, charts and graphs.

Operates a variety of office equipment, such as a typewriter, calculator, word processor, CRT and microcomputer and specialized office equipment of the assigned unit.

Develops spreadsheets and databases using a variety of computer software. Manipulates data and prepares various reports and/or graphics.

Makes work assignments, sets priorities, trains, reviews work and conducts performance evaluations of assigned clerical personnel.

Hires and disciplines subordinate employees.

Explains policies, procedures and objectives of the unit to staff by written directive and by oral communications.

Participates in the delegated employment activities by developing job flyers, doing mailings, pre-screening applications, scheduling interviews and/or processing payroll actions.

Maintains recruitment and employee files associated with the delegated employment activities.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing highly complex clerical work involving extensive record keeping, interpretation of policies and a high level of independence of action in performing duties.

Knowledge of: Modern office equipment and procedures; proper telephone etiquette; computer terminals and associated software; English usage, spelling, grammar and punctuation; basic math; advanced record keeping methods; general principles of supervision and training; pertinent procedures of the assignment; city accounts payable, accounts receivable and purchasing procedures.

Ability to: Operate a typewriter keyboard with accuracy; operate a computer terminal and use associated software; read, understand and apply complex materials; proofread and detect errors in typing, spelling and punctuation; establish and maintain extensive, complex record keeping systems; plan, schedule and make work assignments for subordinates; organize work, set priorities and develop procedures; compile data and prepare narrative and statistical reports; compose correspondence; maintain budgetary expenditure files; understand pertinent procedures and functions quickly and apply them without immediate supervision; remain current on issues, laws and regulations affecting area of assignment; resolve complex and technical problems; work under extreme pressure and with a wide variety of clientele; make independent and sound decisions; maintain confidentiality; establish and maintain effective relationships with those contacted in the course of work.

NOTE: Positions in this class are distinguished from the Senior Office Specialist class by the complexity and specialization of work, the high level of responsibility associated with the work and the independence of action in performing assigned duties. Positions in this class are assigned responsibility for a major functional area of the department which has City-wide implications.

Positions in this class, when vacated, are normally refilled at the Senior Office Specialist level.

Supervision Received: Works under technical supervision. Work in progress and completed work is reviewed periodically.

Supervision Exercised: Positions in this class may exercise supervision over other employees, making assignments, setting priorities, training and reviewing the work of subordinates.

Career Ladder Information: Experience gained in this class may serve to meet the minimum requirements for promotion to Office Supervisor or a related class.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit of Representation - AMEA Clerical or Confidential
Revised 11/86 - W Jerz
Revised 7/91 - V. Kilmurray
Doc: CS1076