

IMPERIAL COUNTY

CLASS TITLE: OFFICE TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of complex and responsible clerical duties requiring knowledge of the policies, procedures, rules and regulations related to an assigned County department, provide specialized assistance and information regarding departmental activities to staff, administrators, the public and others.

REPRESENTATIVE DUTIES:

Perform a variety of specialized clerical duties related to an assigned County department; prepare and maintain comprehensive departmental records and files; assure confidentiality of sensitive information.

Communicate with County personnel and administrators, vendors, State agencies and community organization representatives to exchange information, explain policies and procedures and coordinate activities.

Prepare and maintain complex alphabetical and numeric records and files; perform mathematical computations and prepare statistical and financial reports as required.

Compile, organize, evaluate and interpret technical data pertinent to the assignment; complete, review and process a variety of forms and other written materials according to established guidelines.

Assure compliance with applicable State, federal and local laws as well as County policies concerning assigned functions; maintain current knowledge of applicable rules, regulations, laws and policies.

Serve as a resource regarding assigned area; provide procedural guidance and assistance as needed; explain new policies, procedures and legal requirements.

Train and provide work direction to student assistance and others as assigned.

Operate a variety of office and business machines including typewriter, calculator, copier and other equipment pertinent to the assignment.

Operate a computer terminal or microcomputer and peripheral equipment to enter and revise data, generate lists and prepare reports; utilize various software applicable to the assignment.

Research information and compile data for inclusion in departmental records and reports; format, edit and prepare reports for submission to County and State officials.

Perform a variety of clerical and secretarial duties in support of assigned supervisor and departmental operations.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

October 1992

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Financial and statistical record-keeping techniques.
Oral and written communication skills.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Laws, rules, regulations involved in assigned activities.
County organization, operations, policies and objectives.

ABILITY TO:

Perform complex and specialized clerical duties in support of an assigned County department.
Prioritize work and meet schedules and time lines.
Maintain financial and statistical records.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Serve as resource and provide procedural assistance related to assigned function.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide quickly and accurately.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Work confidentially with discretion.
Type at an acceptable rate of speed.
Perform duties effectively with many demands on time and constant interruptions.
Compose correspondence and written materials independently.
Operate a variety of office and business machines including typewriter, calculator, copier, and others pertinent to the assignment.
Operate computer equipment and various software as required.
Train and provide work direction to others as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of responsible clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification may be required to possess a valid California driver's license and operate a County vehicle to conduct work.

WORKING CONDITIONS:

Office environment.

Position requires sitting and viewing a computer monitor for extended periods of time, dexterity of hands and fingers to operate office equipment, reaching overhead, above the shoulders and horizontally, bending at the waist, and hearing and speaking to communicate and provide information with others.