

DEPARTMENT: Personnel

BY: Richard J. Benson

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**RECOMMENDED ACTION AND JUSTIFICATION:**

Approve the Office Technician I/II job description, set the salary for the Office Technician I at the same monthly salary as the existing Office Technician classification (\$2,492.53-\$3,029.69/grade 160), set the monthly salary for the Office Technician II at \$2,741.74-\$3,332.60/grade 161); assign both classifications to the SEIU bargaining unit; eliminate the single class Office Technician position and assign all allocations in this classification the title of Office Technician I. Further, eliminate the Executive Secretary classification and assign all allocations in this classification the title of Office Technician I.

During a review of the 2006 reclassification request of the Executive Secretary position in the Public Works Department to an Executive Assistant, it had become evident that the Executive Secretary classification had evolved but not to the degree that was being requested. Staff did find, though, that the scope of work that was performed in this classification often encompasses greater independence in decision-making and action than originally contemplated for this class. Staff revisited and conducted an even more in-depth review of the Executive Secretary classification with an expectation to develop a flex class to accommodate the ever-changing needs and growth of larger departments. Because the essential functions of the Executive Secretary and Office Technician classes are very similar and the salary for both is the same, it was determined that it would be more realistic to eliminate the Executive Secretary class, create a Office Technician I/II flex class, assign the title of Office Technician I to the Executive Secretary allocations (two allocations – one is filled and one is unfilled), as well as assign the same title to all allocations that have the single-class Office Technician title.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

During the final discussion of the 2006 reclassification requests, the Board adopted Resolution No. 07-120 which provided direction to staff to review the Executive Secretary classification for further development.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

If the Board desires, direct staff to review another alternative to this action, however, this solution is the most practical.

Financial Impact? ( ) Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		<b>Job Description</b>
Source:		
Internal Transfer		
Unanticipated Revenue	_____ 4/5's vote	
Transfer Between Funds	_____ 4/5's vote	
Contingency	_____ 4/5's vote	
( ) General ( ) Other		

~~CLERK'S USE ONLY:~~ ~~COUNTY ADMINISTRATIVE OFFICER:~~

Res. No.: 02-394      Ord. No. \_\_\_\_\_

Vote - Ayes: 5      Noes: \_\_\_\_\_

Approved \_\_\_\_\_

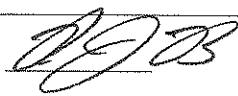
( ) Minute Order Attached ( ) No Action Necessary

Requested Action Recommended \_\_\_\_\_

No Opinion \_\_\_\_\_

Comments: \_\_\_\_\_

The foregoing instrument is a correct copy of the original on file in this office.  
Date: \_\_\_\_\_  
Attest: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By: \_\_\_\_\_  
Deputy

CAO: 

## OFFICE TECHNICIAN I/II

### **DEFINITION**

To provide a variety of administrative services in support of the administrative, fiscal and program areas of the assigned department; to perform highly responsible and complex clerical support duties; to direct and supervise the work of others in a lead capacity as assigned; and to perform related duties and responsibilities as required.

**Office Technician I:** Employees in this classification receive general supervision and perform administrative detail work. Incumbents are expected to perform at a high level of independence and responsibility with indepth knowledge of the programs, policies, and procedures of the department and work unit where assigned.

**Office Technician II:** Employees in this classification perform a variety of administrative tasks with minimum supervision. This classification performs work where the director has delegated a substantial amount of administrative detail and non-routine work. The duties of the Office Technician II are auxiliary to the work of the director and the scope of the responsibilities reflect the scope of the director's responsibilities. This position differs from the Office Technician I classification in that the Office Technician II typically works directly for the director of a large department that consists of divisions within that department.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory / management staff.

Exercises supervision over lower-level clerical classifications.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Performs responsible administrative, clerical and/or clerical accounting work to support the operations of assigned department.

Assists supervisor with the planning, implementation and administration of department budget programs and projects as assigned.

Evaluates office and inter-departmental procedures and makes recommendations for modifications as necessary to maintain efficient and effective office operations.

Trains, schedules, supervises and evaluates the work of assigned clerical personnel; offers advice and assistance as needed; recommends and implements disciplinary action as appropriate.

Provides assistance with and/or coordination of personnel functions of the assigned department, including but not limited to assisting with employee selection, conducting orientation, maintaining employee records, processing personnel paperwork, etc.

Provides assistance with fiscal operations of the department, including but not limited to processing accounts payable and receivable, preparing deposits, assisting with budget preparation and monitoring, maintaining petty cash fund, and preparing financial reports as required.

Types or word processes routine and confidential documents from drafts, notes, dictated tapes or brief instructions, which may include various correspondence, reports, records, forms, agreements, contracts, resolutions, etc.; may compose routine correspondence and reports and assists in the preparation of news releases.

Researches and assembles supporting data for Board of Supervisors agenda items.

Provides information and assistance to County staff, other agency personnel, and the public, requiring the use of judgment and the interpretation of policies, procedures or rules; assists in coordinating office activities with those of other departments and agencies as necessary.

Researches and compiles information from a variety of sources for the completion of forms or preparation of reports.

Enters and retrieves computer data; maintains databases; generates computer reports and/or spreadsheets.

May provide administrative / clerical support for commissions, councils and committees as assigned.

Establishes, organizes and maintains complex department filing systems.

Types or word processes, prepares, processes, copies, files, distributes and/or transmits various records, reports, forms, correspondence, permits, licenses, and other documents.

Proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and regulations.

Answers the telephone and provides information and assistance to callers or forwards calls to appropriate staff person; takes messages as necessary; greets and assists office visitors.

Performs routine administrative / clerical support work as required, which may include but is not limited to scheduling meetings and appointments, copying documents, filing / retrieving files, faxing information, collating documents, maintaining lists and logs, ordering supplies and forms and maintaining supply inventory, processing daily mail, etc.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Pertinent federal, state and local laws, codes, ordinances and regulations.

County and department organization, policies and procedures.

Basic principles and methods of administration, personnel, staff development, fiscal and data processing management.

Modern office practices and technology, including record-keeping and filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word processing and database management, e-mail, fax, and document production equipment.

Methods of preparing and processing various records, reports, forms and other documents peculiar to assigned department or program.

Principles of training, supervision and work coordination.

Basic business arithmetic.

Financial record-keeping and reporting methods.

Professional / technical terminology peculiar to assigned department.

English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, and County / department policies and procedures.

Perform a variety of analytical and administrative support duties and program development and implementation assignments.

Perform difficult and complex clerical duties in assigned unit.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Analyze clerical and administrative problems, evaluate alternatives and make sound recommendations.

Provide effective supervision and training as assigned.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Exercise sound, independent judgment and initiative within established guidelines.

Compose routine correspondence and reports independently or from brief instructions.

Research and compile a variety of information and materials.

Establish and maintain effective record-keeping systems and files.

Maintain the security and confidentiality of specified records, information and files.

Use computers effectively for word processing and database and records management, e-mail, and specific programs unique to department.

Safely operate office equipment.

Type or word process accurately at a rate required for successful job performance.

Perform required mathematical computations with accuracy.

Perform work effectively despite frequent interruptions and the pressure of deadlines.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

### **TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

##### *Office Technician I*

Five years of increasingly responsible secretarial or clerical administrative experience, which has included assignments requiring a working proficiency in the use of a computer, using spreadsheet, e-mail, and data based software, and extensive public contact.

##### *Office Technician II*

One year of experience equivalent to an Office Technician I in Mariposa County or similar government agency working directly for the director of a large department.

#### **Education: Both Office Technician I and II**

High school diploma or GED equivalent, preferably including classes in typing, bookkeeping and related subjects. Completion of at least 30 units of college level course work in public or business administration, computer science or closely related field.

#### **Substitution: Both Office Technician I and II**

An additional year of qualifying experience may be substituted for the 30 units of college level course work.

#### **Additional Requirements: Both Office Technician I and II**

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**