

## **Geneva City School District Vacancy**

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in a Civil Service Examination which will be scheduled at a later date.

### **OFFICE SPECIALIST II**

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma AND one (1) year of full-time paid, or its part-time equivalent, office clerical experience.

**NOTE:** Completion of one year of college with study in secretarial science, office technologies, business administration or closely related field may be substituted for the required experience as noted above; with 30 credit hours being equivalent to one year of experience.

**DISTINGUISHING FEATURES OF THE CLASS:** This is moderately difficult general office clerical work involving the use of computers and peripheral equipment to produce documents and reports that requires a general understanding of specific office rules, procedures, and policies. It calls for the greater exercise of independent judgment than an Office Specialist I. Work is performed under the general supervision of higher-level staff. Detailed instructions would be required only on specialized or unique projects. Oversight may be exercised over the work of lower-level office staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Operates a personal computer, typewriter, or similar equipment in creating and processing data to complete various records or documents;  
In addition to receiving, organizing, and processing documents, may develop and compose routine correspondence on matters where policies and procedures are well defined;  
Creates, updates and stores documents in various software programs;  
Enters data in software programs;  
Maintains, and may oversee, a variety of filing systems in traditional paper-based or computer programs;  
Obtains routine information from the public/clients for program purposes and explains established program policies and procedures;  
Creates forms, flyers, and other promotional material for various programs and special events;  
Schedules meetings and appointments;  
May maintain agency website;  
May collect fees and account for monies received;  
Reviews accounts, records, reports, and other documents for completeness, accuracy, and conformity with established procedure;  
May assign work, review and record work done, and instruct new employees in specialized clerical work of a unit  
May prepare and maintain personnel records and payroll data;  
Answers telephone and provides detailed information as it relates to a specific department;  
May participate in on-the-job training for lower-level employees;  
May install, update, and maintain basic office software packages that do not require specialized training;  
May perform routine minor preventative maintenance on equipment as specified by manufacturer to insure efficient and effective operation.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of the use and operation of personal computers and related peripheral equipment; ability to operate an alphanumeric keyboard such as a typewriter or personal computer at an acceptable rate of speed (35 words per minute); ability utilize office software programs; ability to determine and set up appropriate document format, charts and tabular listings; ability to understand and carry out oral and written directions; ability to get along well with others; ability to plan and schedule activities; clerical aptitude; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

REVISED: 1/7/02; 10/14/14; 9/12/18; 9/15/22  
CLASSIFICATION: COMPETITIVE