

OFFICE TECHNICIAN

DEFINITION

Under supervision, to use a keyboard to produce a variety of simple or repetitive materials for which the format and/or content are relatively routine or standardized; and to do other work as required.

CLASS CHARACTERISTICS

This is the journey level office services class for positions which spend a significant portion of their time typing or word processing a variety of documents requiring the application of keyboarding skill. This class differs from the Office Assistant which has only incidental or simple keyboarding duties.

EXAMPLES OF DUTIES

1. Use a keyboard to produce a variety of materials such as reports, forms, labels, envelopes, address lists, memos, correspondence, and requisitions.
2. Perform a variety of general office duties which might include compiling information, calculating data, keeping records, maintaining files, answering phones and assisting the public.
3. Provide office support to one or more employees, including scheduling appointments and meetings, maintaining calendars, screening mail and taking informal minutes.
4. Review and proofread materials to correct spelling, grammar, sentence structure and to identify other errors or omissions.
5. May learn to operate and use transcription or automated information processing equipment and accompanying software programs.
6. May review the work of and act as lead worker for other employees in same or lower level class; assist in training new workers; act for supervisor in his or her absence.

MINIMUM QUALIFICATIONS

Experience

Six months as an Office Trainee with the County of Orange or one year of office experience. The required experience may be substituted by completion of 18 semester or 27 quarter units in secretarial sciences, office practices, business education or a closely related field from a recognized college; OR completion of 360 hours of training from a recognized occupational training program in secretarial sciences, office practices, business education or a closely related field.

Knowledge of

Modern office practices and procedures, including filing and operating office equipment.

Principles of writing and grammar, including proper report and correspondence format, correct spelling and proper word usage, grammar, punctuation and sentence structure.

Ability to

Type at a corrected rate of 45 words per minute.

Quickly and accurately enter, revise and print a wide range of information in standardized formats.

Accurately proofread documents to identify omissions and errors, verify and correct spelling, punctuation, grammar and sentence structure.

Learn to operate and use a variety of electronic and automated office machines and equipment; operate one or more specific types of automated information processing equipment and software programs may be required for some assignments.

Perform a variety of general office tasks.

Learn the procedures and regulations governing the area of assignment, and the terminology and documents used; and apply that knowledge to the specific operations of the office.

Understand and follow oral and written directions.

Effectively communicate orally, accurately receiving and transmitting information; establish and maintain cooperative relations with the public and others.

Perform basic arithmetic computations, compile and calculate statistics within established guidelines, collect and receipt for money and make change.

Use a County-approved means of transportation to travel among County facilities may be required for some assignments.

Speak, understand, read and/or write a second language in addition to English may be required for some assignments.

JLW:mm

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