



CITY OF BANNING, CALIFORNIA

Office Specialist

Job Code: 1620

FLSA ☐ Exempt ☒ Non-Exempt

JOB DEFINITION: Under close supervision, performs a variety of duties associated with providing clerical support to an assigned department or division.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Answers phone calls and greets visitors. Provides information to customers. Distributes applicable forms for assigned department or division. Schedules appointments for department staff. Distributes outgoing and incoming mail. Types draft letters, memos, forms, informational material and correspondence. Proofreads documents. Processes applicable forms, applications and legal notices. Maintains logs of incoming forms, documents and applications. Develops and maintains spreadsheets.

Schedules meetings. Researches and gathers information for reports according to assigned area. Generates applicable department reports. Processes bills and purchase orders. Maintains electronic and paper files for assigned department or division. Performs basic bookkeeping for assigned department or division. Performs data entry. Prepare reports on budget expenditures and other department services. May monitor department budget.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of customer service techniques and principles.
- Knowledge of file and records management principles and workflow procedures.
- Knowledge of the use of office supplies and equipment.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** two (2) years of secretarial or office administration.

ADDITIONAL REQUIREMENTS: None.