

**SUPERVISING OFFICE TECHNICIAN**

DEFINITION

To supervise the activities of a departmental or divisional work group performing specialized technical and clerical activities; to perform highly responsible assignments in the department or program to which assigned.

DISTINGUISHING CHARACTERISTICS

Supervising Office Technician is a first-line supervisor classification within the Office Technician series. This class differs from the Office Technician II in that the latter is the advanced journey level in the series that may provide lead direction to lower-level technicians and clerical classifications.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory or management staff; exercises supervision over lower-level technical or clerical staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Assigns, supervises and evaluates the work of lower-level staff as assigned; provides technical assistance as necessary.

Assists in providing or coordinating staff training.

Participates in budget preparation and administration.

Coordinates and monitors assigned operations to ensure compliance with policies, procedures and regulations, and to ensure productivity and efficiency of technical operations.

Performs the most complex and specialized technical work in the department to which assigned.

Maintains accurate and detailed records; verifies the accuracy of information; researches discrepancies and notifies appropriate personnel or agency. Oversees records retention schedules and procedures.

May administer office automation systems, which includes performing system modifications, troubleshooting, backups, user support and training as required.

Word processes and proofreads a variety of documents; enters a variety of departmental data into the computer; retrieves information as needed; operates various printers.

Prepares, types, maintains and/or processes a variety of records, reports, plans, correspondence, charts, tables, logs, legal documents, etc., as required.

May perform routine to complex bookkeeping work as assigned, which may include processing accounts payable and receivable, reconciling balances, preparing billings, disbursing funds, collecting and receipting payments, preparing statements, preparing deposits, etc.

Attends a variety of meetings with staff, other departments/divisions and/or outside agencies as appropriate.

Receives and responds to inquiries, requests for assistance and complaints from County staff, outside agencies and/or the general public.

Performs general administrative duties as required, including but not limited to compiling data for reports, completing and processing various forms, maintaining inventory, ordering supplies, etc.

Performs routine office duties as required, including but not limited to typing reports and correspondence, copying and filing documents, entering computer data, assembling materials, faxing information, answering the telephone, processing mail, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Modern office practices and technology, including the use of computers for data and word processing.

Principles of supervision and training.

Budgeting procedures and techniques.

Principles and procedures of filing and record-keeping.

Business letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Ability to:

Learn, understand and interpret pertinent federal, state and local laws, codes and regulations.

Learn the operation, policies and procedures of the department.

Supervise, train and evaluate the work of staff.

Operate a variety of office equipment and machinery.

Type and/or word process at a speed necessary to successful job completion.

Assist with budget preparation and administration.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

Maintain confidentiality as required.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible technical and clerical experience, including at least one year in a supervisory or lead capacity.

Completion of 24 semester units from an accredited college or university in business-related course work may be substituted for one year of the required experience.

Training:

Equivalent to the completion of the twelfth grade, supplemented by specialized business or technical training.

Classification Code:	7651000
Bargaining Unit:	12
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"