

CLASS SPECIFICATION FOR
Office Supervisor

GENERAL STATEMENT OF DUTIES: Supervises the clerical function of an agency or office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class supervises a large clerical function of several employees and performs administrative functions such as time reporting and related personnel record-keeping. The incumbent exercises independent judgment and decision-making responsibility on agency matters. Limited general supervision is received from an agency or division head.

EXAMPLES OF WORK (illustrative only):

- Supervises clerical support staff in order to coordinate daily operations;
- Trains and cross-trains clerical staff to orient and to teach office functions to employees;
- Supervises office records section to ensure the maintenance of current filing and posting;
- Reviews reports produced to ensure accuracy, using source documents, files, calculator and dictionary;
- Receives cash and receipts for recording and safekeeping;
- Authorizes invoices, IDT's and purchase orders to maintain control over office expenditures;
- Keeps financial records for agency by posting data to ledgers showing funds approved for the fiscal year, those appropriated, transferred and expended;
- Prepares time reporting, approves leave requests, handles attendance and discipline problems of employees;
- Compiles office operating statistics for internal and external reporting;
- Composes correspondence independently for self or other staff members;
- Maintains confidential files;
- Screens mail and answers routine correspondence not requiring the attention of the agency or division head;
- Types correspondence, reports, minutes, letters, memoranda and other documents;
- Utilizes a variety of office equipment, including computer terminals and personal computers;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of English grammar, punctuation, spelling, simple arithmetic; skill in training and supervising clerical support staff; ability to coordinate numerous activities going on simultaneously; ability to read and interpret written materials; ability to communicate verbally, to organize the work of subordinates and to be flexible; ability to work with figures and write reports; ability to file alphabetically, numerically and chronologically; good judgment; accuracy. Some positions may require typing and shorthand skills.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and five (5) years of related experience, preferably including two (2) years of supervisory experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.