

Water Authority Position Description

OFFICE SPECIALIST 4

Status	Position Code	Level	Date
APPROVED	OSP4	A05	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

SUPPORT WATER AUTHORITY OPERATIONS IN AN ASSIGNED DIVISION. PERFORM ADMINISTRATIVE CLERICAL DUTIES TO INCLUDE CONDUCTING RESEARCH AND PROVIDING INFORMATION RELATED TO DIVISION POLICY AND PROCEDURES.

MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED, PLUS THREE (3) YEARS OF CLERICAL EXPERIENCE.

ADDITIONAL REQUIREMENTS

MUST MEET ALL LEVEL AND 3 REQUIREMENTS PLUS THE FOLLOWING COURSES OR SUBSTITUTE COURSES AS APPROVED BY THE TRAINING ADMINISTRATOR: BA 2232 SUPERVISION, BA 2234 ORGANIZATIONAL BEHAVIOR, BA 2238 HUMAN RESOURCES MANAGEMENT, OTEC 2260 BUSINESS PROCEDURES AND TWO ADDITIONAL CLASSES IN MS OFFICE SUITE PROGRAMS. MUST PASS WATER AUTHORITY TYPING TEST AT 25 WORDS PER MINUTE. POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP) POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL SUPERVISION FROM HIGHER-LEVEL SUPERVISORY OR MANAGEMENT STAFF

MAY PROVIDE FUNCTIONAL OR TECHNICAL LEAD OVER SUPPORT STAFF

ESSENTIAL FUNCTIONS

1. PREPARE, REVIEW, PROCESS, MONITOR AND MAINTAIN A VARIETY OF DOCUMENTS RELATED TO WATER AUTHORITY PROGRAMS.
2. ASSIST STAFF WITH ADMINISTRATIVE CLERICAL DUTIES.
3. RESPOND TO REQUESTS FROM DIVISION PERSONNEL. PROVIDE INFORMATION ON DIVISION POLICIES AND PROCEDURES.
4. MAINTAIN DIVISION FILING SYSTEMS AND RECORDS. DEVELOP, IMPLEMENT AND MODIFY FILING SYSTEMS.
5. PREPARE AND PROOFREAD A VARIETY OF DOCUMENTS INCLUDING GENERAL CORRESPONDENCE, FLIERS, MEMORANDA AND REPORTS.
6. INITIATE REQUISITIONS, PURCHASE ORDERS AND PURCHASE ORDER ADJUSTMENTS WITHIN ASSIGNED AREA OF RESPONSIBILITY.
7. PROCESS VENDOR INVOICES FOR PAYMENT. INPUT INFORMATION INTO THE COMPUTER.
8. MAY PERFORM BASIC BOOKKEEPING/ACCOUNTING DUTIES INCLUDING PAYROLL, BILLING OR CASH HANDLING.
9. PREPARE, RECONCILE, MAINTAIN AND ACCURACY OF RECORDS, ROSTERS, LISTS, AND LOGS. ENTER PERTINENT INFORMATION INTO THE COMPUTER.
10. RESPOND TO REQUESTS FROM DIVISION PERSONNEL. PROVIDE INFORMATION ON DIVISION POLICIES AND PROCEDURES

SUPPLEMENTAL FUNCTIONS

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.
2. MAY LEAD LOWER LEVEL CLERICAL STAFF.

PREFERRED KNOWLEDGE

PROCEDURES OF PROGRAM ADMINISTRATION FOR THE ASSIGNED DEPARTMENT
BUSINESS LETTER WRITING AND BASIC REPORT PREPARATION TECHNIQUES
MODERN OFFICE PROCEDURES, METHODS AND COMPUTER EQUIPMENT
PRINCIPLES AND PROCEDURES OF RECORD KEEPING
BASIC CASH-HANDLING TECHNIQUES
BASIC PRINCIPLES OF ACCOUNTING
ENGLISH USAGE, SPELLING, GRAMMAR AND PUNCTUATION
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS

PREFERRED SKILL/ABILITY

ADMINISTER AND MONITOR ASSIGNED PROGRAMS AND ACTIVITIES
PERFORM DIFFICULT ADMINISTRATIVE SUPPORT SERVICES
TYPE AT A SPEED NECESSARY FOR SUCCESSFUL JOB PERFORMANCE
INTERPRET, EXPLAIN AND ENFORCE ASSIGNED DEPARTMENT POLICIES AND PROCEDURES
PERFORM RESPONSIBLE AND DIFFICULT SECRETARIAL WORK INVOLVING THE USE OF
INDEPENDENT JUDGMENT AND PERSONAL INITIATIVE
MAINTAIN CONFIDENTIAL RECORDS AND REPORTS
OPERATE AND USE MODERN OFFICE EQUIPMENT INCLUDING A COMPUTER

WORKING CONDITIONS

OFFICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS: SITTING FOR PROLONGED PERIODS OF
TIME; EXTENSIVE USE OF COMPUTER KEYBOARD; MODERATE LIFTING.
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE
DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES.