

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: OFFICE SPECIALIST - ATTORNEY
CLASS CODE: 6709

FLSA STATUS: NON-EXEMPT
SUPERVISORY LEVEL: NONE

EFFECTIVE DATE: 06/14/2008
DEPARTMENT: ATTORNEY

JOB SUMMARY

Under general supervision, performs full performance reception work in providing first-level contact and customer assistance for the Office of County Attorney.

ESSENTIAL FUNCTIONS

Receives, screens and directs incoming phone calls for a multi-line phone system; assists visitors and callers by providing technical information and directing them in correct processes; provides initial response to questions, complaints or problems following established communications and information sharing policies, practices or procedures.

Types letters, statements, narrative and statistical reports, minutes, agendas, and other documents as required.

Drafts routine correspondence.

Processes office actions requiring technical knowledge and several steps for completion.

Performs technical data input relating to office functions and produces necessary reports.

Scans images and documents to store, modify, and retrieve by computer.

Processes, sorts, and distributes incoming and outgoing mail and reports.

Maintains control files of matters in progress and follows up to ensure progression and completion of actions.

Maintains organizational files and records.

Copies documents.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative relationships with those contacted in the course of work activities; Skill in written and verbal communication; Knowledge of various computer applications including word processing, data entry, and spreadsheets; Ability to distill relevant and useful elements from vast amounts of information; Ability to correctly use grammar, spelling, and punctuation; Knowledge of basic mathematics; and Ability to understand and follow broad objectives and instructions.

PHYSICAL DEMANDS

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 30 pounds; and Use tools or equipment requiring a high degree of dexterity.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room.

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EDUCATION AND EXPERIENCE

High school diploma or equivalent and three (3) years of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Must pass a type test at or above the rate of 40 WPM net.

Selected applicants may be subject to a background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.