

CITY OF SALINAS

CONFIDENTIAL OFFICE TECHNICIAN

BARGAINING UNIT/CLASS CODE:
CONF. MISC. / 27.7061

DEFINITION

To perform a variety of responsible, confidential and complex clerical work, payroll, accounting, and administrative duties.

DISTINGUISHING CHARACTERISTICS

This is an intermediate level clerical class and is distinguished by the ability to perform the full range of duties with only infrequent instruction or assistance.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from department director and/or other departmental staff. May exercise supervision over lower level clerical personnel, temporary employees, student workers, or volunteers.

ESSENTIAL FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Type, proofread, and process a variety of documents, including letters, memos, agendas, reports, statistical charts and forms. Prepare, process and maintain all departmental personnel and payroll records for departmental staff. Prepare and process personnel actions, hiring requisitions, performance reviews, performance agreements, purchase orders, purchase releases, workers compensation forms for injuries sustained on duty. Process leave request forms for vacation, annual leave, industrial leave, workers' compensation, compensatory time, flexible benefit, or other payroll related forms. Receive, sort and distribute payroll checks. Prepare, maintain, and process leave balance reports or other related lists or rosters. May order, issue and maintain departmental supplies. Prepare, coordinate, and process departmental billing requests, purchasing related documents and other accounting documents. Act as a receptionist; answer the telephone and serve the public and staff in a courteous and professional manner. Respond to inquiries as it relates to payroll, leave time, over time, compensatory time, workers' compensation, or other payroll related questions. Research and compile information and data for statistical, financial reports, and special projects. Check records and forms for accuracy and completeness; sort and file documents and records; maintain various filing systems. Accept and account for monies from fees. Assist department director and/or departmental staff in preparing budget reports. Recommend changes and assist in the development of office and departmental procedures. Prepare travel authorization forms; inform departmental staff on amounts allowable for meals, mileage, registration and lodging. Refer to City policies rules and regulations to respond and refer inquiries as appropriate. Promote and maintain safety in the work place. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
OFFICE TECHNICIAN (continued)**

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Principles and practices of clerical, payroll, and administrative procedures. Modern office methods and equipment. Clerical and financial record keeping principles and procedures. English usage, spelling, grammar and punctuation. Business arithmetic. Computerized spreadsheet programs and/or Excel.

Ability to:

Make accurate mathematical computations. Operate standard office equipment such as computers, copiers, calculators and scanners. Process detailed paperwork in accordance with specific policies and procedures. Establish and maintain effective working relationships with City officials and staff, outside agencies, and the public. Deal tactfully and courteously with the public and other employees. Communicate clearly and concisely, both orally and writing. Understand, apply and explain a variety of organizational, departmental and administrative policies, procedures and related information. Compile, maintain and monitor complex records, and information. Work independently in the absence of supervision and work under pressure to meet deadlines. Maintain confidential data and information.

Skills to:

Type at a speed of 40 words per minute.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of high school and two years of increasingly responsible clerical and payroll experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 07/17