

Civil Division: Oneida County Government, BOCES, Schools, Towns,  
Villages, Mohawk Valley Water Authority  
Jurisdictional Class: Competitive  
Non-Competitive (part-time)  
EEO Category: Administrative Support  
Revised: 08/23//07

## **SENIOR OFFICE SPECIALIST II**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class performs moderately difficult office and clerical tasks. The work of this class may be of a confidential nature requiring the exercise of independent judgment and, frequently requires, the direction of day-to-day departmental clerical and office operations. The work is performed under general supervision; however, latitude is given in making decisions based upon prevailing policies. Some departments may request that the incumbent be appointed as a notary public and retain the appointment while in the position. Supervisors are available for consultation on new or difficult assignments. The work may involve the supervision of lower level positions. This position differs from Senior Office Specialist I through the complexity of the duties performed, the exercise of independent judgment and the possible presence of supervisory responsibilities. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Prepares from copy, rough draft and/or dictating machine, office documents which include but are not limited to: letters, memoranda, contracts, leases, vouchers, etc.;

Types, sorts, processes and files correspondence, forms, rosters, payrolls, bills, invoices, vouchers, records, purchase orders, catalog cards, reports, index cards, memoranda, clinic reports, and other material;

Operates various office equipment;

Answers telephone, takes messages and furnishes routine information;

Receives, sorts and processes mail;

Orders, inventories and issues supplies;

Prepares file folders containing office documents;

Receives, greets and provides information and assistance to the general public;

Composes routine correspondence on own initiative;

Compiles statistical information as needed;

Initiates work order requests as needed;

May direct clerical operations of office and supervise clerical staff;

May serve as a notary public.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of rules, regulations, procedures and policies of office to which assigned; good knowledge of word processing programs used to produce letters, reports, documents, etc. on a computer; ability to plan, assign and supervise the work of others; ability to understand and follow complicated oral and written directions; ability to establish and maintain good working relationships with others; ability to deal diplomatically with the public; integrity and good judgment.

continued...

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college, business college, or secretarial school with an Associate Degree in secretarial science, office management, office technologies, word processing, business administration, business management, communications or a related field **AND** one (1) year of experience\* in the performance of office and clerical tasks, which shall have involved typing/keyboarding; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience\* as defined in (A) above.

\* Successful completion of college level coursework beyond those stated in the minimum qualifications in a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for work experience as follows: thirty (30) semester credit hours is equivalent to one (1) year of work experience, sixty (60) semester credit hours is equivalent to two (2) years of work experience.

**NOTES:**

- 1. Verifiable part-time experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.
- 2. All applicants who pass the written exam must also pass a typing/keyboarding performance test at 35 wpm.

Title change from "Senior Stenographer": 04/02/07

"Senior Stenographer" Adopted: 01/28/82  
Revised: 09/13/88, 08/28/91, 05/28/93, 08/08/96, 06/18/97,  
11/23/98, 11/09/00.

*Title in promotional series: Office Specialist I, Office Specialist II, Senior Office Specialist I, Senior Office Specialist II, Principal Office Specialist, Head Office Specialist*