



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Senior Department Specialist
Department: Multi-Department
FLSA Status: Non-Exempt
WC Code: 8810
Effective Date: March 1, 1996
Last Revised: May 9, 2017
Pay Grade: A12
Union: AFSCME

SUMMARY

Performs advanced and complex clerical and administrative duties to support a complete and specialized departmental function; does related work as required. Employees in this classification perform many of the same duties as a Department Specialist; however, the work performed requires considerable knowledge of a complete and specialized departmental function. Employees in this classification are responsible for completing tasks at all phases of a departmental function. Completing work assignments will frequently require the interpretation of governing regulations, policies and procedures. Senior Departmental Specialists are frequently called upon to explain complex departmental policies and procedures to both the public and other employees. Incumbents in this class work with relative independence. Work is performed under general supervision and is reviewed primarily through results attained. Employees in this classification may have full supervisory responsibility for one (1) or two (2) employees who are performing work of a similar nature. In these instances, the employee functions as a "working" supervisor. In other positions, incumbents may be responsible for assigning and reviewing work of other clerical support employees, as well as training of new employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Compiles special studies where analysis of complicated data is required.
2. Independently responds to correspondence of a non-routine nature; handles complaints and adjustments of a non-routine nature.
3. Reviews reports/documents to identify and trace sources of error; makes necessary adjustments.
4. Researches and recommends changes in policies and procedures affecting assigned function.
5. Summarizes information from various sources into either narrative or report format of own design to respond to management inquiries.
6. Plans layout of complex reports and statistical tables.

7. Explains departmental policies and procedures and governing regulations to the public, volunteers and/or other employees.
8. Gathers data, posts, sorts, checks and maintains records; receipts money.
9. Types forms, letters, memos, reports and file cards; makes copies.
10. Performs moderately complex mathematical computations such as percentages and interest to complete assignments.
11. Supervises subordinate employees including assigning and reviewing work, evaluating performance, training, taking necessary disciplinary action and effectively recommending on hiring and termination decisions; and/or assigns and reviews work of other clerical support employees.

SUPERVISORY RESPONSIBILITIES

Employees in this classification may have full supervisory responsibility for one (1) or two (2) employees who are performing work of a similar nature.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Thorough knowledge of general office practices and procedures; different filing systems including alphabetical, numerical and chronological; business English, spelling and punctuation; recordkeeping. Considerable knowledge of the operations, policies, terminology and governing laws of the assigned department. Interpret governing regulations, policies and procedures of assigned function; effectively explain departmental policies and procedures; research areas of responsibility and make procedural recommendations; consolidate information from various sources into reporting format of own design; establish priorities and organize own workload; assign and review the work of others; communicate effectively both verbally and in writing; organize, file and retrieve materials and documents; deal courteously and tactfully with the general public; make complex mathematical computations and calculations with speed and accuracy.

EDUCATION AND EXPERIENCE

High school graduation or equivalency; and four years of progressively responsible clerical work including experience in the operation of the particular assigned department; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

JOB IMPACT

The most common consequence of error would involve financial loss due to improper maintenance of records or miscalculations; possible litigation; and/or public embarrassment.

TYPICAL PROBLEMS ENCOUNTERED

Problems encountered generally revolve around the interpretation and application of governing laws and regulations in responding to questions from the public and in completing responsibilities/assignments; and in dealing tactfully and appropriately with the public and/or clients who may be irate or difficult.

JOB CONTACTS

This position generally has contact with the general public; other agencies, including social service, state and federal agencies; and with other County departments.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, customers, and the general public. Ability to respond courteously and tactfully, and establish and maintain effective working relationships with other employees and officials, outside officials and agencies and the public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

OTHER SKILLS AND ABILITIES

The operation of standard office equipment, including utilizing computer software to prepare statistical data and reports; typing; word processing.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of, or ability to obtain, valid Oregon Driver's license and safe driving record may be required depending on position assignment.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Work is normally performed in an office environment. Incumbents are occasionally required to perform lifting. The position is impacted by the need to meet established deadlines; repetitiveness of tasks; attention to detail/accuracy, the need to make judgments under pressure, usually in dealing with the public; uncontrollable work flow; and uncontrollable interruptions and distractions.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

| Check if required for essential job function | Activity | Never 0% | Occasionally 1-33% | Frequently 34-66% | Continuous 67-100% |
|--|--------------------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Standing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Sitting - 1/2 hour plus | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Moving about work area | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Bending forward | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Stoop position - 1 minute plus | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Climbing stairs - 1 floor | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Crawling - hands & knees | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Reaching overhead | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Lifting strength | # of pounds = 25lbs | | | |
| <input checked="" type="checkbox"/> | Lifting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Patient Lifting | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Lifting Overhead | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Moving carts, etc. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Carry items | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Dexterity/Coordination | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Keyboard Operation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Rapid-mental/hand/eye coord. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Operation of motor vehicle | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Speech, Vision & Hearing | | | | | |
| <input checked="" type="checkbox"/> | Distinguish colors | Yes: <input checked="" type="checkbox"/> | No: <input type="checkbox"/> | | |
| <input type="checkbox"/> | Distinguish shades | Yes: <input checked="" type="checkbox"/> | No: <input type="checkbox"/> | | |
| <input checked="" type="checkbox"/> | Depth perception | Describe: Three Dimensional Vision/ Near Vision for details | | | |
| <input checked="" type="checkbox"/> | Ability to hear | Normal Speech Level: 100%/ Office | | | |
| <input type="checkbox"/> | Other Spec. Hearing Req. | Describe: | | | |
| Exposure - Environmental Factors | | | | | |
| <input checked="" type="checkbox"/> | Heat | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Cold | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Humidity | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Wet Area/Slippery | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Noise | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Dust | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Smoke | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Vibration | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Chemical Solutions | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Uneven Area | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Ladder/Scaffold | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Ionization | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Radiation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Body Fluids | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |