

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes\_\_\_ No\_X\_)

Adopt this resolution approving the attached revised class specification for the position of Office Technician.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

The proposed revisions to this class specification clarify most of the typical duties, knowledges and abilities required as well as more clearly define the minimum qualifications for this position.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the requested revision to this class specification.

Make any change to the class specification as deemed necessary.

COSTS: (X) Not Applicable  
A. Budgeted current FY \$  
B. Total anticipated costs \$  
C. Required additional funding \$  
D. Internal transfers \$

SOURCE: ( ) 4/5ths Vote Required  
A. Unanticipated revenues \$  
B. Reserve for contingencies \$  
C. Source description:  
Balance in Reserve for Contingencies,  
if approved: \$

SPECIAL INSTRUCTIONS:  
List the attachments and number  
the pages consecutively:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CLERK'S USE ONLY:  
Res. No.: 94-216 Ord. No. \_\_\_\_\_  
Vote - Ayes: 5 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
 Approved ( ) Denied  
 Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.  
Date: \_\_\_\_\_  
ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By: \_\_\_\_\_  
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:  
This item on agenda as:  
 Recommended  
 Not Recommended  
 For Policy Determination  
 Submitted with Comment  
 Returned for Further Action  
Comment: \_\_\_\_\_  
A.O. Initials: W

MARIPOSA COUNTY

JOB TITLE: Office Technician

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

To perform a variety of administrative services in support of the administrative, fiscal, and program areas of the assigned department; and to perform highly responsible and complex clerical support duties. Employees in this classification receive minimal supervision within a broad framework of policies and procedures. Employees in this classification may direct and supervise the work of others in a lead capacity. This job class provides assistance to the overall functioning of the assigned organizational unit and is responsible for performing both administrative and complex technical/clerical functions in the administration of assigned County programs, projects, and funds.

SUPERVISOR: As assigned

TYPICAL DUTIES: (Depending upon assignment)

- Utilizes computer terminal or personal computer to enter, retrieve and manipulate data using word processing, database, spreadsheet or other specialized software
- Assists in budget preparation
- Researches, prepares, and monitors grants and special projects
- Types a variety of forms, correspondence, etc.
- Prepares a variety of required records, reports and other documents for various Federal, State and local agencies or other departments
- Coordinates departmental personnel matters
- Researches and assembles supporting data for Board of Supervisors agenda items
- Maintains the security and confidentiality of specified information and files
- Performs a variety of special assignments, investigations and projects
- Maintains department policies and procedures

MARIPOSA: Office Technician

**TYPICAL DUTIES: (Cont'd)**

- Evaluates and interprets a variety of documents to other employees and the public
- Processes time sheets, travel reports, expense claims, and related reports
- Provides assistance to the public in person and over the telephone
- Issues permits, licenses, or other materials in accordance with established procedures
- Collects fees, fines, or related monies; prepares deposits to County Treasurer and processes monthly cash statement of monies collected to County Auditor; prepares deposits to department checking account and reconciles same
- Supervises, coordinates, and processes civil procedures handled by the Sheriff's Department
- Processes and issues permits for concealed weapons, explosives, assemblies, and bingo; processes and issues acknowledgments for the sale of alcoholic beverages at local events
- Assists public in interpreting assessment laws and procedures, filing exemption claims, interpreting assessor's maps, and resolving problems
- Assists in updating and establishing homeowner's exemption status and related computer files
- Assists in implementing state laws verifying supplemental assessments
- Assists in analyzing calculations and comparing values for personal property; determines classifications of each item
- Performs other related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- basic principles and methods of administration, personnel, staff development, fiscal and data processing management

MARIPOSA: Office Technician

Knowledge of: (Cont'd)

- principles of supervision, training and work coordination
- operations and functions of County government
- correct English usage, spelling, grammar, and punctuation
- proper office methods and practices including filing systems, receptionist and telephone techniques, computer operations, and letter/report writing
- basic arithmetic
- departmental procedures for individual positions
- local, state and federal laws, rules and regulations, and codes governing assigned department
- legal terminology

Ability to:

- perform a variety of analytical work, administrative support assignments, and program development and implementation
- plan, organize, train and supervise the work of others
- plan, organize, and research work in order to perform data collection, interpretation, and evaluation
- perform arithmetical calculations with speed and accuracy
- type accurately at a rate required for successful job performance
- perform difficult and complex clerical duties in assigned unit
- maintain records and files
- operate a computer terminal or personal computer
- interpret and explain policies and procedures to staff and the general public as they apply to assigned organizational unit
- identify problems and core issues
- make decisions on procedural matters

MARIPOSA: Office Technician

Ability to: (Cont'd)

- work independently, exercise independent judgment and initiative, meet deadlines, and manage time effectively
- effectively represent the assigned department in contracts with other County departments, community organizations and other government agencies
- understand and execute written and oral instructions
- communicate effectively in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties

MINIMUM QUALIFICATIONS:

- ability to obtain a valid California driver's license
- equivalent to graduation from high school preferably with course work in typing, bookkeeping, and related business subjects, 30 units of college-level course work in public administration, computer science, or a related field; and six years of increasingly responsible secretarial/administrative work which includes a working proficiency in the use of computer terminals or personal computers using spreadsheet and database software, and extensive public contact. One additional year of experience in performing technical duties similar to those required for this position may be substituted for the college-level course work.

Creation date: 4/88  
Revised: 6/91  
Revised: 6/94

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