



## **OFFICE TECHNICIAN I**

### **DISTINGUISHING CHARACTERISTICS**

**Office Technician I** is the entry level into this administrative, technical, and fiscally oriented job series. The Office Technician I requires at least journey level (i.e., Office Clerk III level proficiencies) administrative, accounting and technical support knowledge and skills while learning the specific regulations and guidelines of an assigned program(s), division, or department within the County organization. Positions assigned to this job class require attention to detail, excellent organizational skills, and a high degree of accuracy and timeliness. Duties assigned to the Office Technician I position emphasize the performance of responsible administrative, accounting and fiscal and/or customer support service functions. Specific duties, including the amount of public contact, typing, word processing, use of an online computer system, adherence to applicable rules, processes, policies, and regulations, and direct support for functions of the unit will vary with the organizational unit to which assigned.

### **EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

Sets up and maintains complex financial, statistical, or payroll records such as journals, general and subsidiary ledgers, tax billing and assessment rolls, payroll records and documentation, and similar accounting records and procedures.

Performs a variety of complex technical and specialized accounting, financial, and other transactions such as preparing journal entries, calculating budget projections, and completing fiscal reports to support assigned department, division, and/or program area(s).

Prepares, updates, and maintains computerized financial spreadsheets on a personal computer for ledgers, trusts, and statistical recordkeeping purposes; may prepare, update, and maintain computerized financial spreadsheets for specialized purposes such as banking, investments and property tax records; prepares and completes periodic and requested reports from spreadsheets summarizing a variety of information and financial records.

Maintains an accurate accounting of assigned department's, division's, and/or program's expenditures; verifies and computes accuracy of charges, collections, special assessments

and refunds; classifies receipts and expenditures and records them to the appropriate accounts, funds, trusts, etc.; reconciles ledgers and accounts.

Balances financial information system controls; balances and posts cash receipts, payments and registers; and balances various other statistical and financial transactions with source documents and controls.

Audits claims, invoices, and associated county department documents to ensure accuracy; ensures accounts are maintained per appropriate laws, rules, regulations, policies, procedures and bargaining unit agreements

Assists in the processing, auditing, inputting, and balancing of County payroll and prepares related reports and deposits to appropriate accounts.

Receives, compiles, verifies, and inputs a variety of data/documentation into appropriate spreadsheets, databases, and information systems; reconfigures data for reporting and statistical purposes.

Receives and processes documents from the public, other agencies, and other County departments relative to and in accordance with protocols of assigned program/operation, division, or department.

Interfaces with and monitors contracts with County departments/vendors as assigned.

Sets up and maintains journals, ledgers, controls and related documents; prepares periodic and special reports for the county as well as various state and federal agencies.

Requests and/or prepares warrants for payments; calculates discounts or additional fees as necessary; verifies accuracy and timeliness of warrants; maintains accurate records and documentation of payments.

Receives and receipts monies for payments; counts and verifies accuracy of accompanying records; prepares deposits; posts to ledger or subsidiary journal and balances accounts.

Applies bond payments per instructions; investigates and secures payment of delinquencies as appropriate and as assigned.

Acts as resource and information source regarding assigned functions and responsibilities; may train other clerical/technical staff in assigned functions.

Performs a variety of clerical and specialized duties in support of assigned work unit as necessary and upon request.

Performs related duties as assigned.

**EMPLOYMENT STANDARDS:**

**Education/Experience:** High school graduate or equivalent with one year of experience performing the duties of an Office Clerk III with Inyo County; OR three years of increasingly responsible experience in financial or statistical record keeping.

**Knowledge of:**

- Standard and accepted principles and procedures of bookkeeping, accounting and financial operations.
- The application and operation of common word processing and spreadsheet software used on personal computers.
- Standard and accepted office procedures, practices, systems and equipment as applied to accounting and financial recordkeeping operations.
- Standard and accepted English usage, spelling, grammar, and punctuation.
- Standard and accepted record keeping systems and filing processes of assigned work unit.
- Standard and accepted statistical and mathematical calculations.
- Personal computer and office equipment necessary for successful job performance.
- Business letter and report writing.
- Standard and accepted administrative practices in governmental agencies.

**Skill to:**

- Mentally analyze assignments received, differentiate between two or three sets of information, identify and interpret general department information, know, observe, problem solve, remember, understand, explain, and count.
- Learn, interpret, and apply relevant laws, codes, guidelines, and regulations affecting accounting and assigned areas of responsibility in the County of Inyo.
- Understand and carry out both oral and written directions in an independent manner.
- Learn the organization and operations of the County, assigned work unit, and of outside agencies as necessary to assume assigned responsibilities.
- Organize duties and determine priorities in order to meet assigned deadlines for self and others.
- Interpret, explain and apply operating policies, rules and procedures related to assigned functions.
  
- Apply standard governmental accounting principles and practices to the maintenance of assigned accounting, budgetary, and/or payroll transactions.

- Establish and maintain a variety of complex financial records, filing systems, databases, and spreadsheets in an accurate and complete manner.
- Perform mathematical calculations including addition, subtraction, multiplication, division, and basic statistics in an accurate and timely manner.
- Compile and maintain extensive records and files.
- Word process/type at a speed necessary for successful job performance.
- Operate and utilize a variety of office equipment including computer hardware and software as assigned.
- Analyze situations carefully and adopt effective courses of action.
- Recognize issues of a confidential nature and handle appropriately.
- Plan, organize and schedule priorities for self and others in an effective and timely manner.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly, concisely, and tactfully in both oral and written forms.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

**Typical Physical Requirements:** Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping, and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required. Repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required for verbal communications. Ability to use a variety of office equipment and machines as referenced. Good memory and recall is necessary for the accurate and timely transfer of data/information.

**Typical Working Conditions:** Most assigned work is normally performed in an office environment. Continuous contact with County staff, management, general public, and outside organizations/agencies.

**Special requirements:** Must possess or obtain by appointment date a valid operator's license issued by the California Department of Motor Vehicles.