

**YAKIMA COUNTY, WASHINGTON**  
**CLASS SPECIFICATION**  
**CLASS TITLE: Office Specialist I**

<b>BAND:</b> <b>B</b>	<b>GRADE:</b> <b>2</b>	<b>SUBGRADE:</b> <b>1</b>	<b>CLASS CODE:</b> <b>J23-1121</b>
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> Varies	<b>JOB FAMILY:</b> Administration - Clerical	<b>OVERTIME STATUS:</b> Non-Exempt

**JOB SUMMARY:** The Office Specialist I performs specialized office support activities involving creating, maintaining, processing, recording, accessing, and releasing documents, files and other information which is governed by strict laws, rules, and regulations.

**DISTINGUISHING CHARACTERISTICS:**

The Office Specialist I class is the entry level of the experienced clerical classifications. The Office Specialist I class is distinguished from the Office Support Technician class by assigned work governed by strict laws, rules and regulations requiring specialized knowledge and skill for full performance of duties. The Office Specialist I class is distinguished from the Office Specialist II class based on the work performed in the courtroom or higher level clerical work assigned. The office support classification series is distinguished from the technical financial classification series by duties which require less accounting knowledge and skill.

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample: (position assignments may vary.)	<b>BAND/ GRADE</b>
1	Creates, summarizes, edits and/or distributes a variety of documents such as correspondence, reports, court orders and written opinions, criminal records, police reports, legal documents and/or forms. Performs research in specialized computer systems and prepares related reports.	B2
2.	Reviews and coordinates the defined work of other staff including review of various reports, forms and documents to ensure compliance with governing laws, rules regulations and standards.	B2
3.	Creates and maintains complex files and databases such as official records, legal case files, inmate files, criminal records and/or police reports. Maintains filing systems by deleting, purging, and destroying records in accordance with established procedures.	B2
4.	Takes and transcribes minutes and/or records hearings, meetings or court sessions; prepares and distributes follow up materials.	B2
5.	Performs specialized activities such as processing, preserving, maintaining and disposing of property and evidence, evaluating court commitments for disposition, interviewing clients or victims, performing criminal background checks, determining identity through fingerprint patterns, and/or providing non-certified legal interpreting services.	B2
6.	Performs other duties as required.	

**Knowledge of:** (position requirements at entry):

Knowledge of:

- Grammar, spelling and punctuation; file maintenance techniques;
- Customer service techniques;
- Terminology, and basic procedures in area of assignment;
- Office practices and procedures.

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### Skills (position requirements at entry):

Skill in:

- Creating and maintaining file systems;
- Applying customer service techniques;
- Preparing technical reports; paying attention to detail and accuracy;
- Performing basic mathematical calculations;
- Using office equipment such as phones, copiers, calculators and fax machines;
- Using computer and related software applications;
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public;
- Communication, both oral and written, sufficient to exchange or convey information and to receive work direction.

### Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and three years general office or specialty experience; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

### Licensing Requirements (position requirements at entry):

Some positions may require a valid US Driver's license;

Successful completion of a criminal, financial investigation and / or general employment verification;

Successful completion of specialty training and/or possession of specialty related certification is required within six months of appointment. This may include one or more certifications such as:

- NCIC (National Criminal Information Center) Certification;
- Law and Justice Academy Certification;
- Notary Public

### Working Conditions: Position may have the potential exposure to the following:

Environment: Pathogen exposure work in locked down facilities, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

### Classification History:

New Class: 9/1/97

Revised: 1/1/99

Reviewed: 05/25/21

Reviewed: 11/29/22