

TITLE: Office Supervisor JOB CODE: 1052

PREPARED: 6/30/03 FLSA: Non-Exempt

UPDATED: REVISION #:

Summary: Under general supervision, provides daily supervision of administrative support staff within a County division or department.

Distinguishing Characteristics: This designation is distinguished from the Administrative Aide designation by the added responsibility for ongoing supervision over a subordinate staff.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Plans, schedules, assigns, directs, trains and evaluates the work of administrative support staff; maintains employee personnel records and files; participates in the recruitment and selection of applicants.
- Performs a variety of administrative activities including payroll reporting and report processing.
- Coordinates administrative activities within a division or department; develops, recommends and implements administrative policies and procedures regarding forms, work flow and equipment usage.
- Compiles and assembles information from files, records and other sources in response to general or technical information inquiries from staff or the general public; prepares graphs, charts, reports, forms and legal documents.
- Serves as automated systems administrator; develops applications and reports; designs forms and procedures.
- Collects data and conducts analyses of programs and services, including cost estimates for the operating budget; participates in the preparation and monitoring of the budget process.
- Maintains logs, account balances, ledgers and/or financial records; handles billings and cash; makes bank deposits; maintains inventory systems.
- Composes correspondence, transcripts, forms, agenda, reports and other legal documents.
- Schedules meetings; prepares and posts agendas; notifies affected parties; compiles, copies and distributes meeting information.
- Interacts with the public or other staff in person or by phone to answer information requests or questions regarding records, programs, services, rules, policies, procedures, ordinances forms or documents.
- Serves as a secretary for various boards and commissions; compiles and distributes meeting agendas and packets; posts agendas and ensures the publishing of legal notices; takes and distributes minutes; prepares correspondence and records.
- Performs related work as assigned.

JOB DESCRIPTION

Office Supervisor

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of modern office practices, procedures, methods and equipment.
- Knowledge of grammar, punctuation, spelling and syntax.
- Knowledge of the principles and practices of effective employee supervision.
- Knowledge of the principles and practices of bookkeeping.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in interpreting laws, regulations and ordinances.
- Skill in performing research and logically organizing information.
- Skill in operating a personal computer and software applications.
- Skill in working under pressure and within strict timelines.
- Skill in performing mathematical calculations and computations.
- Skill in effective oral and written communications.
- Skill in establishing and maintaining effective working relationships with superiors and the general public.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- May require an Associate Degree in office management, juvenile justice or a closely related field.
- Five years of experience in administrative support, with a minimum of two years of supervisory experience.
- My require notary public.
- May require possession of a valid State of Nevada Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 50 pounds.

Equipment and Tools Utilized:

 Special Equipment includes computerized and conventional office equipment, calculator, microfilm equipment, audio recorder and microphone, two way radio and motorized vehicle.