



## CLASS SPECIFICATION

Class Title: Office Manager I  
Department: County-wide

Class Code: 150  
Eff. Date: 1/1/82  
Grade: 15  
Revised: 08/26/15

### GENERAL PURPOSE

Under general supervision from an administrative superior, performs complex clerical and supervisory duties in managing the operations of a county office.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

Supervises two or more office clerical staff directly or through leadworkers; interviews applicants and makes hiring recommendations; trains employees; assigns and monitors work; maintains a work schedule of all employees and grants sick and vacation leave to those supervised; evaluates employee performance in compliance with Davis County Policies and Procedures. Reviews department clerical and administrative work processes and makes recommendations for improvements on methods used. Assists in resolving confidential personnel issues.

Performs a wide variety of technical and general clerical assignments in the specialized area of the office including filing, mail distribution, typing correspondence, reports, forms; fills in for other employees in the office as needed; may assist with work assigned to other clerical staff as needed. Manages appointment calendar and makes necessary travel arrangements for office administrators.

Ensures accounting records are properly maintained; processes and maintains basic bookkeeping records including accounts payable, purchase orders and payroll; prepares reports as requested.

Maintains files for department personnel. Maintains accurate records of hours worked by employees; secures timesheets; maintains vacation and sick leave records. Prepares various Office of Personnel Management (OPM) forms for current staff, new hires and terminations. Coordinates with OPM to ensure compliance with county policies and procedures.

Orders office supplies and equipment; maintains inventory. Responsible for maintenance of office equipment; arranges service calls for routine maintenance and repair of office equipment.

Responds to technical questions and complaints; resolves problems.

Operates computer and/or other office equipment.

May act for supervisor in his/her absence.

May operate a motor vehicle.

Performs related duties as assigned.

## MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation and one (1) year of college level coursework in management or bookkeeping, plus four (4) years of increasingly responsible office experience, at least one (1) year of which must have been in a supervisory or leadworker capacity. An acceptable combination of education and experience may be considered; related experience may be substituted for education on a year-for-year basis.

2. Special Qualifications:

Must be bondable.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Considerable knowledge of: modern office practices and procedures; terminology specific to the department; county policies and procedures. Working knowledge of: modern management/supervisory practices and principles; bookkeeping and filing procedures.

Skill in: typing 40 wpm (net); operating common word processing applications; operating a variety of modern office equipment including computer hardware and all applicable software; grammar, punctuation, composition, spelling, math, and interpersonal relations; taking shorthand as required by the positions.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: manage an office; assign, monitor and evaluate the work of others; understand and interpret county and departmental policies and procedures; efficiently organize and complete own work while supervising and training others; solve problems and make decisions in the absence of department administrators; maintain confidentiality; prepare reports; effectively organize projects; establish and maintain effective working relationships with supervisors, other employees, other agencies, and the general public; follow written and oral instructions; communicate effectively (orally and in writing).