

## Office Support Specialist Assistant

FLSA Status: Covered  
Bargaining Unit: District Council of Trade Unions (DCTU)

### GENERAL SUMMARY

Under direct supervision, performs a limited range of administrative support functions as part of the City's Access to Work program. This classification offers equitable entry-level employment opportunities for people with disabilities who benefit from an extended learning and training period.

### DISTINGUISHING CHARACTERISTICS

This classification differs from Office Support Specialist I in that it is part of the City's Access to Work Program. The Office Support Specialist I performs a wider range of administrative support functions with a higher degree of knowledge, skills, and abilities required upon entry.

### TYPICAL DUTIES/EXAMPLES OF WORK

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Greet employees and/or the public.
2. Schedule meetings, appointments, pool vehicles, and/or trainings.
3. Set up conference room for meetings (e.g. maintain supplies, clean whiteboards)
4. Sort and distribute mail.
5. Maintain office supply cabinets, concessions, and other materials.
6. Enter data into databases and/or assist in maintenance of databases.
7. Process and track forms, reports, notices, and background checks.
8. Assemble packets of documents and materials.
9. Create and review routine documents and materials.
10. Distribute surveys, receive responses, and compile results.
11. Maintain records including filing, scanning, organizing documents.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to: learn and use safe working practices; learn and follow instructions; work effectively with coworkers in a diverse workforce.

Skill in: applying learned techniques, processes and procedures; completing simple routine reports.

Some positions may require knowledge of alphanumeric filing systems and/or operation of word processing software.

### SPECIAL REQUIREMENTS

Applicants must be referred through an approved supported employment services provider or through an approved Vocational Rehabilitation program. Applicants must also be eligible for job coaching services. Specific training and experience will be defined for each position.

### CLASSIFICATION HISTORY:

Adopted: 07-01-2019