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NASSAU COUNTY

**Title : ASSISTANT OFFICE SERVICES
SUPERVISOR**

SCHOOL DISTRICTS

Code : 090210 HAK

CLASS SPECIFICATION

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Competitive

GENERAL STATEMENT OF DUTIES

Assists in planning, organizing and directing the activities of various units engaged in furnishing departmental staff services such as office and equipment supply, records maintenance, typing and transcribing services; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision the duties require assisting in the performance of administrative and supervisory duties for departmental staff services such as office and equipment supply, records management, typing and transcribing services. The work is evaluated through conferences, review of records and personnel observation by an administrative superior.

TYPICAL DUTIES

1. Assists in planning and coordinating office supplies and equipment needs by conferring with unit and section heads.
2. Assists in supervising the taking of perpetual inventory of supplies and preparation of annual inventory of equipment.
3. Assists in supervising records management program and typing and transcribing units relative to staff services.
4. Prepares reports, purchase requisitions and budget estimates.
5. Interprets and implements policy and procedural changes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the principles and practices of office management.
2. Knowledge of principles, techniques and methodology of records management.
3. Knowledge of the application and use of modern office equipment.
4. Knowledge of practices and principles of administration and supervision.
5. Ability to supervise and coordinate a program of records management, equipment and personnel utilization.
6. Ability to plan and assign work in order to facilitate prompt completion of work.
7. Ability to prepare reports, clearly and concisely, orally or in writing.
8. Ability to maintain effective working relationships.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from an accredited college or university
and

Two years of progressively responsible experience in office management, including one year in a responsible supervisory capacity

or

Graduation from high school and six years of progressively responsible experience in office

management, including two years in a responsible supervisory capacity.

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