



PARISH OF CADDO
 Department of Human Resources
 505 Travis Street, Suite 840
 Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Closing Date:
 Starting Rate:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

REVISED:
 03/01/2004;01/01/06;11/28/06
 01/01/07

JOB TITLE: Office Specialist

DEPARTMENT: Juvenile Services

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$11.66 - \$17.53 / hour

GRADE: 13

Provides highly responsible and detailed administrative support to the Director of Juvenile Services requiring comprehensive knowledge of appropriate organizational processes, programs, procedures and policies.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following:

- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.
- Provides clerical support to Facilities and Maintenance staff and assists with special projects and routine functions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent is required. An Associate Degree or two (2) years of applicable experience is preferred.
- Typing speed of forty (40) wpm and the ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.)
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.
- Interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.