



The Department of Personnel Services, Employment Services Division announces the exam for:

Senior Office Specialist

Exam # 28212-B

Approximate Monthly Salary: \$3,828.00 - \$4,651.02

DESCRIPTION

Senior Office Specialists provide a wide range of specialized technical clerical support throughout County departments. The work performed varies depending on the specific program or assignment. Some Senior Office Specialists may give direction and review the work of a group of workers while performing the same duties as the workers.

Special Assignments: With few exceptions, Senior Office Specialists are found in one of the following special assignments: Retirement Administration, Recording Legal Documents, Personnel Actions, Payroll, Examination Scheduling/Processing, Certifications, Medical and Life Insurance Administration, and Property Tax Assessment.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience likely to provide the required knowledge and abilities for this class as outlined on the class specification. Typical ways include:

Two (2) years of specialized clerical experience comparable to one of the special assignments listed above.

Note: A more detailed explanation of each special assignment can be found in the Senior Office Specialist class specification located online.

Please refer to job announcement for cut-off dates.

(Final cut-off is at 5:00 PM on August 14, 2020)

Please see job announcement for important testing information. This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at www.saccountyjobs.net.