

**OFFICE SPECIALIST I**

**Code:** 654600

**Pay Grade:** 16 (\$14.11 - 19.74/hr)

**Open for Recruitment:** June 13, 2016 - January 25, 2017

**JOB DESCRIPTION**

This position provides advanced office and administrative support work providing assistance to an agency and/or the public requiring advanced office and administrative support services requiring a proficient knowledge of office practices and office equipment necessary to perform diverse administrative functions. As an Office Specialist I, you will use independent judgment, initiative, and discretion to make determinations on varied matters.

**Typical Duties**

- Reviews, updates, revises, verifies, reconciles, maintains, edits and/or adjusts payroll transactions and/or personnel transactions.
- Reviews input/output of information from electronic information systems and develops/implements quality control standards for data input structures and output quality assurance.
- Codes, computes, verifies posts, reconciles, and/or updates standard documents and financial transactions.
- Writes summary reports and trend analyses.
- Recommends operational improvements.
- Researches, compiles, and analyzes complex information to reach a conclusion and/or make recommendations.
- Presents routine factual information to individuals/groups.
- Repairs, services, cleans, and/or maintains issued materials.
- Determines and requisition inventory/supplies.
- Develops, posts to, amend, and/or updates web pages using established content and knowledge of office software.
- Examines motor vehicle title applications and associated documents such as liens, chain of ownership, vehicle and odometer information, and signatures to determine vehicle ownership and compliance with applicable regulations.

**MINIMUM REQUIREMENTS**

In order to qualify, you must have training, education or experience in office and administrative support work that demonstrates 1) competency in applying a proficient knowledge of modern office practices to perform advanced administrative support tasks requiring specialized skills and 2) the ability to use independent judgment, initiative and discretion to make determinations on varied matters.

**LICENSING REQUIREMENTS:** *Some positions may require possession of a valid Class B Maine Motor Vehicle Operator's License.*

**Value of State-paid Dental Insurance: \$13.13 biweekly**

**Value\* of State-paid Health Insurance:**

- Level 1: 100% State Contribution (employee pays nothing): \$428.24 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$407.48 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$386.73 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$365.97 biweekly

\*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2016

**Value of State's share of Employee's Retirement: 15.85% of pay.**



- Public Service
- Career Diversity
- Statewide Locations
- Benefits
- Retirement
- Paid Holidays
- Training
- Career Path
- Promotional Opportunities

**HOW TO APPLY**

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

**ADDITIONAL INFORMATION**

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

*The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.*