



# Office Technician

Class Code:  
15776

Bargaining Unit: SCEA - Administrative,  
Clerical and Services

CITY OF STOCKTON  
Established Date: Jul 8, 2008  
Revision Date: Sep 25, 2008

## SALARY RANGE

\$25.10 - \$32.23 Hourly  
\$4,350.89 - \$5,586.47 Monthly  
\$52,210.71 - \$67,037.63 Annually

### FLSA:

Non-Exempt

### DEFINITION:

Under general supervision, performs technical administrative work of considerable difficulty and complexity; coordinates and supports a variety of complex office activities related to administration, human resources, payroll, compensation, and/or information technology; may lead or supervise subordinate clerical/technical staff as assigned; and performs related work as assigned.

### CLASS CHARACTERISTICS:

This is a single level classification that may be assigned to various departments. Incumbents perform a varied range of technical administrative duties, conduct broad office functions requiring advanced knowledge, and utilize specialized procedures within established policies. Receives assignments from upper management and may lead or supervise the work activities of other office support staff.

### PRINCIPAL DUTIES (ILLUSTRATIVE ONLY):

1. Organizes a wide range of administrative office operations with substantial independent responsibility for multiple departmental programs and/or functions.
2. Develops, implements, administers, and/or recommends policies and procedures relative to area of assignment; participates in the development and implementation of systems used to improve the efficiency and effectiveness of assigned departmental operations.

3. Coordinates the clerical/technical aspects of budget administration and/or the administration of various computerized systems and processes.
4. Establishes, coordinates, and administers assigned City and/or departmental programs.
5. Provides technical support to managers, supervisors, professionals, and other assigned departmental personnel.
6. Maintains departmental calendars and monitors deadlines; coordinates and schedules meetings, appointments, seminars, and/or classes; books travel and transportation arrangements.
7. Creates, prepares, disseminates, and maintains various types of departmental correspondence, memoranda, complex spreadsheets, financial/administrative reports, online applications, and/or other documentation; monitors data for accuracy and completeness.
8. Researches, compiles, analyzes, and maintains specialized and complex information related to a wide range of departmental operations.
9. Reviews and processes financial, administrative, statistical and/or other data to support highly specialized office functions including payroll.
10. Develops, updates, maintains, and monitors departmental records, logs, filing/tracking systems, databases, and/or websites.
11. Researches difficult and complex issues; applies external laws, regulations, ordinances, and policies as they relate to assigned responsibilities; provides related recommendations.
12. Obtains in-depth and/or difficult information from management personnel, staff, and others.
13. Interprets and explains complex and highly specialized information to City employees, management personnel, outside agencies, and others regarding departmental and/or City policies, procedures, office operations, rules, and regulations.
14. Provides customer service; identifies and seeks to meet customer needs; maintains tact and diplomacy; utilizes sound judgment regarding confidential/sensitive matters.
15. Serves as a liaison and coordinates departmental activities with other City departments and outside agencies.
16. Attends and participates in a variety of meetings; represents the City in meetings with vendors, outside agencies, and/or the general public as assigned.
17. May lead or supervise the work activities of clerical/technical staff as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

Possession of an Associate's degree or completion of sixty semester units or ninety quarter units from an accredited two-year college or university AND three (3) years of progressively responsible clerical or office administrative experience with one (1) year equivalent to the City's class of Office Specialist. Additional clerical or office administrative experience may

substitute for the required education on a year-for-year basis.

**Other Requirements:**

Specified positions may require possession of a valid California Class "C" Driver License.

**Knowledge of:**

- Advanced office principles, practices, and procedures.
- Records management principles, standards, and systems.
- Methods and techniques for conducting complex administrative research.
- Fundamental analytical principles and processes.
- Various types of complex correspondence and report formats.
- Departmental operations relative to area of assignment.

**Skill in:**

- Coordinating and performing a variety of technical administrative functions.
- Providing administrative/staff support to management and/or other assigned personnel.
- Developing and implementing departmental policies and systems.
- Researching, interpreting, and applying complex laws, regulations, policies, and procedures.
- Preparing, updating, and maintaining departmental records, reports, systems, and databases.
- Establishing and maintaining cooperative working relationships with other staff, City departments, outside agencies, and the general public.

**HISTORICAL NOTE:**

Established: 07/08/08  
Resolution: CC08-0274  
Spec Adopted: 08/08/08  
Ratifying Resolution: CS08-091  
CS Status: Classified  
Unit: ACS