OFFICE APPLICATIONS SPECIALIST 0037

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class works in a non-County agency and functions as a specialist in the utilization of a variety of office application software including word processing, statistical applications, database programs, spreadsheets for data maintenance and presentation, report generation software, presentation applications including software for graphics and desk-top publishing. The employee may supervise other employees and/or provide training in the use of the software and systems. A position in the class will require the employee to work with administrators throughout the jurisdiction on specific projects, and the employee will be expected to develop required knowledges specific to the functions of the department or jurisdiction. Work is reviewed based upon output and effectiveness of applications developed. Does related work as required.

TYPICAL WORK ACTIVITIES

Serves as a resource person for the use of office application software and for solving user software problems;

Plans the format for, designs, and produces and revises complicated materials and documents including forms, schedules, catalogs, manuals and reports using any of a variety of application software;

Develops and/or manipulates databases for the conversion of information from other sources;

Designs reports including entering/writing instructions and formulas to extract data from various sources and present the information in desirable formats;

Works with administrative personnel to plan, develop and implement new software applications to improve departmental operations;

Trains and assists personnel in the use of software applications;

Writes and maintains procedural manuals for the equipment in use;

Prepares reports on the operation and effectiveness of applications.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the office information systems and software in use including word processing, desk top publishing, statistical and accounting applications, graphics software, etc; ability to develop data bases and convert information from various sources; ability to think in a logical manner, including the use of deductive reasoning; ability to supervise and train personnel in a manner conducive to full performance and high morale; ability to learn departmental operations; ability to learn new applications and enhance skills in the use of these applications; ability to develop good working relationships with administrators and other departmental personnel; ability to follow oral and written instructions; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a New York State or regionally accredited college with an Associate's Degree in a field related to office information systems and technologies, and two (2) years of experience in the utilization of office software for word processing, desktop publishing, or accounting and/or statistical applications.

NOTE: Additional experience which involves developing new word processing, desktop publishing, accounting and/or statistical applications and software may be substituted for the above education on a year-for-year basis. Candidates must have graduated from high school or possess a high school equivalency diploma.

PROMOTIONAL

Two (2) years of permanent competitive status as a Word Processing Technician.

R09/09/09

SUFFOLK COUNTY
Competitive