

FUNCTION: Under general supervision from administrative supervisor, supervises fifteen or more office personnel performing clerical functions or direct supervision of **two or more** units with subordinate supervisory positions filled by clerical supervisors &/or office manager 1's & develops &/or assists in development of office policy & develops & implements clerical procedures;

PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	49-59	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., fifteen or more clerical employees; or two or more clerical supervisors &/or office manager 1's with each responsible for one unit); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) supervision, (2) employee training & development, (3) office practices & procedures, (4) interviewing*; ability to (5) define problems, collect data, establish facts & draw valid conclusions, (6) interview job applicants effectively, (7) calculate fractions, decimals & percentages, (8) gather, collate & classify information about data, people or things, (9) establish friendly atmosphere as supervisor of work unit.
2	22-32	Manages & supervises clerical functions of assigned unit or office, develops &/or assists in development of office policy & develops & implements clerical procedures.	Knowledge of 1, 3; ability to 5, 8, 9.
3	3-13	Independently performs clerical functions (e.g., gathers data, prepares reports, searches files, provides clerical services to administrator).	Knowledge of 3; ability to 5, 8.
4	1-11	Acts as liaison between offices &/or provides information regarding office functions to representatives from other offices or general public.	Ability to 5, 8.

123:1-7-17 (117)

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: (including license, if any.): Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 9 months clerical experience & 8 months training &/or experience in supervision; or equivalent.

CLASS TITLE

Office Manager 2

CODE:

16822 C