

Nebraska Department of Education  
Classification Specification  
Established: 6/02 Revised: 6/14

Job Code: EDB703/EDR703/EDO703  
Paygrade: 40

## Office Associate III

**Purpose of Class:** Performs office and record keeping support to assist administrative/professional staff in implementing programs; performs routine and non-routine office work; coordinates general office support activities; may interact with parents, school personnel, clients, or the general public; may perform work of a highly confidential nature. This level of the series executes skills such as website development and maintenance, and bookkeeping/accounting.

### Distinguishing Characteristics

**Level:** Third in a series of six

**Work Direction Received:** Works under close/general supervision

**Direction of Others:** Guides/Oversees; may lead in providing work direction

**Scope/Nature of Discretion:** Limited/General discretion; performs duties with some/moderate opportunity to exercise independence according to policies and procedures

### Examples of Duties

Performs varied office and record keeping support work, including responding to telephone inquiries and requests for information; processing invoice, travel, expense, and requisition documents; drafting/keying memos, letters, and other documents; prepares and processes bulk mailings.

Arranges for meetings, assuring appropriate selection of time, location, and agenda; makes travel plans, including transportation and lodging reservations; prepares related documentation; plans for and coordinates special events at the direction of supervisor, including making arrangements for off-site facilities and food service.

Compiles, summarizes, and retains budget information to assist administrative/professional staff in preparing budget plans and requests; formulates and recommends plans and alternative courses of action to assist in carrying out program activities.

Prepares correspondence, reports, and/or financial records, relying on Agency source materials; responds to requests for program information and activities as well as communicating the messages of administrative/professional staff; performs grant support activities; maintains databases and formats the design/layout of grant application materials; assists in designing and preparing materials for workshops/trainings.

### **Examples of Duties (continued)**

At the direction of, and incorporating the input from, administrative/professional staff, keys narrative, numerical, and/or financial information from rough drafts, documents, and notes; prepares Board materials; creates and maintains databases; keys reports and contracts; creates, modifies and maintains filing and record keeping systems; creates, prints, and distributes brochures, newsletters, and annual reports.

Sorts and reviews mail; disposes of office detail not requiring official action; sends form letters and other materials, prepares group e-mails and bulk mailings, all relying on established correspondence guidelines/staff instructions; copies/faxes various materials and documents; orders and maintains office supplies, equipment, and publications.

Provides specific administrative, logistical and program support for various educational programs and projects (e.g., data base management, conference planning, budget tracking and inventory).

Maintains regular and reliable attendance.

### **Minimum Qualifications**

High school diploma or equivalent and two years of experience related to the essential functions of the position. Any equivalent education and/or work experience may be substituted in order to meet the minimum qualifications of the position.

### **Knowledge and Abilities**

#### Knowledge

- Formats used in written business communications
- English grammar, spelling, and composition needed for correspondence
- Types and uses of office equipment
- Computer software applications including work processing, spreadsheets, presentations, databases, and web site development and maintenance
- Working knowledge of office filing systems, scheduling processes, other office processes, support functions, and specialized terminology
- Scheduling concepts and techniques required for arranging meetings and lodging/transportation reservations
- Working knowledge of accounting/record keeping principles and practices

#### Abilities

- Communicate orally and in writing with co-workers and the public
- Establish and maintain effective working relationships
- Understand and apply written/oral instructions and administrative policies/guidelines
- Locate and summarize information from files and documents
- Maintain the confidential nature of information
- Operate office equipment, including computer, to perform required duties
- Prepare a variety of internal reports and documents
- Advise Agency staff and the public on Agency policies and procedures