



San Mateo County Behavioral Health and Recovery Services  
Office of Diversity & Equity **Office Specialist, Part-time – Extra-Help**

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The San Mateo County Behavioral Health and Recovery Services (BHRS), Office of Diversity and Equity (ODE) is looking for an Office Specialist to provide administrative and office support. The Office Specialist is an Extra-Help position working up to thirty-two (32) hours a week. Applicants should have a passion for programs working on community engagement and empowerment, decrease stigma and discrimination and support wellness and recovery of marginalized communities.

**Responsibilities include but are not limited to, the following:**

- Oversee and perform a variety of office support such as preparing purchase requisitions, arranging for the repair of equipment, distribution of information, etc.
- Support of all ODE programs including making flyers, participating in community outreach/resource tabling support, ordering supplies, etc.
- Proofread documents for accuracy, completeness and compliance with policies and procedures.
- Schedule meetings including coordination across schedules, notifying participants, reserving meeting rooms, making lodging and/or meal arrangements, etc.
- Receive and screen visitors and telephone calls and direct the caller to the proper person or personally handles the calls.
- Keep track of inventory, office supplies and office equipment, arrange for restocking and purchases when needed. Create tracking systems as needed.
- Maintain ODE's office procedures up-to-date, use independent judgment to recommend and create procedures when needed.
- Enter and retrieve data and prepare reports using computer programs (Microsoft Excel, Word, PowerPoint, etc.) and review reports for accuracy.
- Organize and maintain various program electronic and hard copy files.
- Provide off hours support as needed.
- Perform other related duties as assigned.

**Knowledge of:**

- Office administrative practices and procedures, including filing and operation of office equipment.
- Basic business data processing principles and the use of word processing or computing equipment.
- Policies and procedures related to the department to which assigned.
- Proper form for typed materials.
- Business arithmetic, including percentages and decimals.
- Correct English usage, including spelling, grammar and punctuation.
- Record keeping principles and procedures.

**Skill/ Ability to:**

- Perform technical, specialized, complex or difficult office support work.
- Organize, prioritize and coordinate work activities.
- Read, interpret and apply rules, policies and procedures.
- Organize, research, and maintain office files.
- Establish and maintain effective working relationships with contacts in the course of the work.
- Compose routine correspondence from brief instructions.
- Make arithmetic calculations with speed and accuracy.
- Use initiative and sound independent judgment within established guidelines.
- Operate standard office equipment, including a word processor, personal or on-line computer, and centralized telephone equipment.

**Education and Experience:**

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualify ing. A typical way to qualify is: One year of journey-level office support experience.