

OFFICE ASSISTANTDEFINITION

Under immediate supervision, performs general typing and a variety of routine and repetitive general clerical work of limited complexity.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Types, word processes and proofreads correspondence, reports, records, forms, tabulations, and a variety of other material, including statistical and financial data, from plain copy, rough drafts, marginal notes or detailed instructions. Sorts and files material alphabetically, numerically, chronologically, and by other predetermined categories. Searches files for specified information. Secures, prepares and copies data and other information involving the use of some independent judgment. Prepares and maintains mailing and other lists. Makes simple postings to various departmental, fiscal, or other records according to standardized procedures. Performs simple arithmetic computations in preparing and/or checking extensions on forms, reports or statistical tabulations. May assist the public or employees of other departments by furnishing routine factual information in person or by telephone, referring callers to appropriate person or office, and processing applications, forms or other business matters of a standardized, routine nature. May receive money, issue receipts and maintain simple cash records. May perform duties of a higher-level clerical classification in a training or relief capacity. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is an entry-level Office Assistant class. The use of typing and word processing skills is essential to the satisfactory performance of the work of all positions of the class. Employees of this class perform a variety of routine, repetitive clerical work which follows well established methods and procedures and which can be learned through training and experience on the job. Detailed instructions are received at the beginning of work and on subsequent assignments to new and varied types of duties; however as employees achieve proficiency in performing their assignments, they are expected to work with some independence of action on the repetitive aspects of the work. Work is normally reviewed or verified upon completion.

MINIMUM BASIC QUALIFICATIONS

Course work in typing and modern office practices or any combination of training and experience which provides the desirable knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Business English, spelling and arithmetic; common office practices, procedures and equipment.

Skill in: the operation and care of modern office equipment, including computers.

Ability to: type at a corrected rate of no less than 40 words per minute from clear copy; operate word processing equipment; follow oral and written instructions; learn assigned clerical tasks quickly; adhere to prescribed routines; develop skill in the operation of adding, calculating and duplicating machines; write legibly and use correct grammar and spelling; make simple arithmetic computations with speed and accuracy; establish and maintain effective working relationships with the public and other employees.

Class title change from Typist Clerk I per Council Resolution No. 88-38,
effective 7-1-88

Prepared and approved through 1986-87 Clerical Study Process
New Title Effective: 1-1-88

Class specification reviewed: 12/96