

OFFICE ASSISTANT

Department: Varies
Classification: Competitive
Specification Number: 0060
Approved: 9/20/21
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs clerical and typing/word processing duties of limited difficulty and responsibility. Duties of the position follow well defined procedures and methods. Detailed instructions and close supervision are received at the beginning of work and on new assignments. Regular routine tasks are performed more independently and some initiative and judgment are utilized as experience is gained. The nature of the work is such that the employee may be required to operate a variety of office equipment. The work is performed under the direct supervision of assigned supervisory personnel, and is reviewed upon completion for content and accuracy. Does related work as required.

TYPICAL WORK ACTIVITIES

Types from rough copy or recording device reports, statements, tabulations, vouchers, letters and various legal documents;

Posts simple data to various office records, prepares and types reports based on tabulations of posted data and simple arithmetic computations;

Receives and checks applications, vouchers, or other forms for accuracy of content and compliance with procedural and other regulatory requirements;

Produces documents requiring routine entry and revision skills using word processing software;

Answers routine questions regarding departmental procedures in response to personal and telephone inquiries and produces routine letters or form letters to respond to written inquiries;

Enters data on computerized records;

Checks and proofreads typed copy;

Operates a variety of simple office equipment including computers with word processing and other applications;

Sorts, indexes and files documents, reports, correspondence and other material;

May serve as receptionist;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Some knowledge of office terminology, procedures, equipment and clerical techniques; some knowledge of business English, spelling and arithmetic; skill in typing accurately; ability to understand and carry out oral and written instructions; ability to learn assigned tasks and to adhere to prescribed departmental routines; ability to make arithmetical computations and tabulations accurately and with a reasonable rate of speed; ability to establish effective working relationships with coworkers, supervisors and the general public; physical condition commensurate with the demands of the position.