

CLERICAL ASSISTANT

DEFINITION

To perform at a trainee level, office support work of a routine, procedural nature or to perform a routine single service such as basic typing, maintaining files and records; searching for and compiling data; receiving, checking and routing documents; or providing reception services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a leadworker or Supervisor.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Performs basic office assistance, support and general clerical work including typing, filing, proofreading, checking, recording information, answering the telephone and assisting the public in person by providing directions and routine information.

Types forms, lists, memoranda, correspondence and basic reports.

Maintains a variety of office records and files; prepares, reviews and proofs basic documents.

Receives and sorts mail by addressee or other clearly defined system; distributes mail, office records and supplies; performs messenger service within or between departments or offices.

Trains to operate a computer terminal, printer or word processing equipment using a variety of source documents and formats.

Operates standard office equipment including typewriter, adding and calculating machines, microfilm equipment and duplicating and photocopiers.

Compiles, verifies, posts and maintains logs, rolls, index directories and other information from data collected and maintained by the work unit.

Performs basic arithmetical calculations.

EXAMPLES OF DUTIES

Completes, when appropriate, and mails routine form letters of acknowledgment, notification and inquiry.

MINIMUM QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar and punctuation.

Basic arithmetic, filing and record-keeping procedures.

Receptionist and telephone techniques.

Basic office procedures, methods and equipment.

Ability to:

Perform routine office support, assistance and clerical work.

Learn to operate a variety of office equipment.

Learn office methods, rules and policies.

Understand and carry out oral and written directions.

Make arithmetical calculations.

Operate a typewriter.

Work cooperatively with others and meet the public with courtesy and tact.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade.

Experience:

LANE COUNTY
Clerical Assistant (Continued)

No experience is required.