



LANE COUNTY  
A003  
Established 07/91

## CLERICAL ASSISTANT

**CLASS SUMMARY:** 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:** Receives direction from a lead worker or Supervisor.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. 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.
2. Types forms, lists, memoranda, correspondence and basic reports.
3. Maintains a variety of office records and files; prepares, reviews and proofs basic documents.
4. 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.
5. Trains to operate computer terminal, printer or word processing equipment using a variety of source documents and formats.
6. Operates standard office equipment including typewriter, adding and calculating machines, microfilm equipment and duplicating and photocopiers.
7. Compiles, verifies, posts and maintains logs, rolls, index directories and other information from data collected and maintained by the work unit.
8. Performs basic arithmetical calculations.
9. Completes, when appropriate, and mails routine form letters of acknowledgment, notification and inquiry.

LANE COUNTY  
Clerical Assistant (Continued)

**Knowledge of** (position requirements at entry):

- English usage, spelling, grammar and punctuation.
- Basic arithmetic, filing and record-keeping procedures.
- Receptionist and telephone techniques.
- Basic office procedures, methods, and equipment.

**Skills in** (position requirements at entry):

- Performing routine office support, assistance and clerical work.
- Learning to operate a variety of office equipment.
- Learning office methods, rules and policies.
- Understanding and carrying out oral and written directions.
- Making arithmetical calculations.
- Operating a typewriter.
- Working cooperatively with others and meeting the public with courtesy and tact.

**Training and Experience** (positions in this class typically require):

Equivalent to the completion of the twelfth grade. No experience is required.

**NOTE:** This position is represented by AFSCME Local 2831.

**Classification History:**

FLSA Status: Non-Exempt