



## OFFICE ASSISTANT 1 OFFICE ASSISTANT 2

**CLASS SUMMARY:** To perform a wide variety of typing, data entry, office support, general clerical and public contact work; and to perform related duties as assigned.

### **CLASS CHARACTERISTICS**

Office Assistant 1: This is the entry level class in the Office Assistant series. This class is distinguished from the Office Assistant 2 by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the 2 level. Since this class is typically used as a training class, employees may have only limited work experience. Employees work under immediate supervision while learning job tasks.

Office Assistant 2: This is the full journey level class within the Office Assistant series. This class is distinguished from the Office Assistant 1 by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and may be filled by advancement from the 1 level.

### **SUPERVISION RECEIVED:**

Office Assistant 1: Receives supervision from a departmental supervisor or manager.

Office Assistant 2: Receives general supervision from a departmental supervisor or manager.

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

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| 1. | Performs a wide variety of office assistance, support and general clerical work including typing, filing, proofreading, checking, recording information, answering the telephone and assisting the public in person. |
| 2. | Types agenda, forms, lists, memoranda, public notices, court documents, property descriptions, staff reports, correspondence, minutes and purchase orders from draft, copy notes or transcribing machine recordings. |
| 3. | Sets up and maintains a variety of files.  |
| 4. | Collects, sorts, dates and distributes mail.   |
| 5. | Serves as receptionist; greets the public and provides information on routine questions and direct complex technical questions or unusual requests to appropriate  |

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Office Assistant 1 and Office Assistant 2 (Continued)

	staff members; takes and relays messages.
6.	Prepares, reviews, and proofs documents for accuracy; makes necessary corrections; sorts and files documents and records according to predetermined classifications; assists in ordering and maintaining adequate office supplies; prepares billing invoices.
7.	Operates a variety of office equipment including typewriter, adding and calculating machines, microfilm equipment and duplicating and photocopiers; operates data processing terminals, printers and microcomputers.
8.	Indexes and cross-files ordinances, resolutions and agreements; distributes and pick up a variety of materials; records and deposits funds; processes repair order forms.
9.	May assist in training other clerical and part-time personnel.
10.	Maintains personnel forms, records and files; posts to and maintains time cards.
11.	May serve in the role of dispatcher for the Animal Control Agency.
12.	Assists in preparations for elections.
13.	Performs a variety of specialized clerical duties related to the functions of the office or department to which assigned.
14.	Arranges and coordinates the reproduction of department materials; lists, abstracts or summarizes data; performs arithmetical calculations; prepares basic statistical reports.

**OFFICE ASSISTANT 1**

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

- English usage, spelling, grammar and punctuation.
- Arithmetic, filing, and record-keeping procedures.
- Receptionist and telephone techniques.
- Modern office procedures, methods, and computer equipment.

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

- Performing routine office support, assistance and clerical work.
- Learning to operate a variety of office equipment and a computer terminal.
- Learning office methods, rules, and policies.
- Understanding and carrying out oral and written directions.
- Making arithmetical calculations.
- Typing at a speed of not less than 45 words per minute from clear copy.
- Working cooperatively with others and meet the public with courtesy and tact.

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

Equivalent to the completion of the twelfth grade. One year of general clerical and office assistance experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

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**OFFICE ASSISTANT 2 - In addition to the qualifications for Office Assistant 1:**

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

- Basic programs and services of the office or department to which assigned.

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

- Performing office support, assistance, and clerical work of above average difficulty, including compiling data for reports and laying out and organizing informational materials.
- Correctly applying newly assigned procedures and practices with minimal supervision.
- Operating a computer terminal to input and retrieve data.

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

Two years of responsible clerical and office assistance experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**NOTE:** These positions are represented by AFSCME Local 2831.

**Classification History:**

FLSA Status: Non-Exempt