

OFFICE ASSISTANT

DEFINITION

Under general supervision, to perform a wide variety of general clerical and administrative support duties in assigned department; to maintain records; to type reports, memoranda, correspondence and other documents; may perform specialized administrative support duties and public relations assignments; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt.

DISTINGUISHING CHARACTERISTICS

This is an entry level general clerical classification. This class is distinguished from the Administrative Assistant class in that work is generally routine, repetitive, and basic duties. The incumbents in this class are learning departmental procedures in order to be able to perform a fuller range of duties with minimal supervision.

REPORTS TO

The management position which is responsible for the service area to which the position is assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

ESSENTIAL FUNCTIONS

Performs a wide variety of routine clerical work including filing, checking and recording information on records, typing, and proofreading reports, memos, and statistical charts from rough drafts, forms, copies, or notes; maintains inventory records; processes purchase requisitions; maintains purchase records; operates adding machine and other office equipment; orders office supplies; receives office visitors; answers the telephone and waits on the public; provides information on department policies and functions; sorts and files documents and records maintaining alphabetical and numerical index and cross-reference files; receives, sorts, and distributes incoming and outgoing correspondence; schedules appointments and various meetings; receives, types, and processes various applications, permits, and other forms; may receive incoming telephone and voice radio calls; secures and records information and uses radio to dispatch necessary City services; keeps radio contact with City units; and utilizes personal computer for word processing and data maintenance functions.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, postage machine, radio, and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; frequent contact with other staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Standard office equipment operation.
- Modern office methods and procedures.
- Basic fiscal record keeping methods and procedures.
- Proper English usage, spelling, grammar, and punctuation.
- Personal computers and software applications related to administrative support work.

Ability to:

- Spell correctly and use proper English.
- Understand and carry out oral and written direction.
- Type at a net speed of 40 words per minute.
- Operate a calculator.
- Learn office methods, rules, policies, ordinances, and resolutions.
- Perform routine clerical and administrative support work.
- Gather and organize a variety of data and information.
- Use a personal computer and appropriate software for word processing and support work.
- Deal tactfully and courteously with the public, representatives of other agencies, and other City staff.
- Establish and maintain cooperative working relationships.

Training and Experience:

- One (1) year of work experience performing a variety of general clerical work including experience in a position requiring public/customer contact.

SPECIAL REQUIREMENTS

- Some positions may have additional department requirements.

Education:

- Equivalent to graduation from high school.

License:

- Possession of a valid California driver's license.

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