

OFFICE ASSISTANT
Salary Range: \$24,338 – \$37,724

General Statement of Duties

Performs administrative support duties for the County Manager's Office where duties and appropriate actions are clearly defined.

Distinguishing Features of the Class

An employee in this class performs routine administrative and record keeping duties. Work includes filing, answering the telephone, securing information and routing calls to appropriate personnel, routine typing or data entry work, customer service and collection of some fees. Work also includes sorting and distributing mail, copying and faxing information for the office and assisting other users with the office equipment. The employee is expected to have a general understanding of County government and its services to respond to routine inquiries or refer non-routine inquiries to appropriate personnel. Specific oral and/or written instructions are available to apply to most work situations; limited independent decisions are made in referral of telephone calls. Work includes the use of a computer for data entry and some word processing. The employee may handle confidential information and is expected to handle it appropriately. Work is performed under the supervision of the Clerk to the Board and is evaluated through observation, conferences, and the quality and effectiveness of work completed.

Duties and Responsibilities

Essential Duties and Tasks

Answers telephone calls and secures information from a wide variety of individuals who contact the County Manager's Office; provides routine answers and information based on the type of request; takes messages; refers non-routine calls to appropriate personnel to respond to requests.

Greets visitors at the office and provides information or directs to others for assistance.

Receives, sorts and distributes mail; places mail in appropriate boxes or hand delivers.

Inputs data and information into the computer such as purchase order requests and information on Board and Commission membership; matches purchase orders with budget reports.

Collects payments for beer and wine licenses, provides receipts and prepares accounting records; prepares and mails licenses.

Maintains and updates Ordinance Book when new sheets are received.

Reviews and verifies records and reports to ensure that information is included and correct.

Compiles information using standardized logs or forms.

Types letters, reports and other materials; types rough drafts from handwritten or other marked copy.

Proofs reports and materials for completeness and accuracy.

Enters correct information onto forms, form letters, spreadsheets and databases as necessary to fit varying situations.

Operates copy machine, fax machine and stamp machine; assists others with operations; verifies faxed materials were received by recipients. .

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Maintains the asset control records for the County Manager's Office

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of business English, grammar, spelling, and vocabulary and mathematics.

Working knowledge of modern office procedures and related office information technology equipment, software, and peripherals.

Working knowledge of County government, the departments, and services offered.

Ability to communicate effectively in person and by telephone.

Ability to be tactful and courteous while conducting the County's business.

Ability to follow oral and written instructions and procedures.

Ability to input data or type with accuracy at the speed required.

Ability to learn and apply filing and coding systems and to arrange and place records, reports, and files into a proper sequence.

Ability to compile routine information.

Ability to establish and maintain effective working relationships with supervisors, coworkers, County officials and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, walking, fingering, talking, hearing and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare figures and data, operate a computer and proof work.

Desirable Education and Experience

Graduation from high school and administrative support experience involving public contact; or an equivalent combination of education and experience.