



Job Description



JOB DESCRIPTION: OFFICE ASSISTANT - CONTRACT

BENEFIT GROUP: CG

JOB CODE: XOG10

PAY GRADE: 21

AUTHORIZED STRENGTH: 1

PAY RANGE: Min: \$11.74 per hour
Mid: \$14.68 per hour
Max: \$17.62 per hour

NATURE OF WORK:

Performs routine, varied, clerical work of average difficulty. Employees assigned to this class perform tasks which involve few variables in work methods and permit some initiative and independent judgement in performing recurring activities. The primary functions of this classification include routine records maintenance, which involves sorting, coding, filing; answering telephones, taking /relaying messages and/or routing calls; and performing related clerical tasks. Some positions may perform routine typing of forms, memos, etc. not requiring a skilled typist, and use of PC or word processor to enter or retrieve data. Work is performed according to standard routines, but specific instructions are given on new assignments; work is reviewed while in progress, and upon completion for accuracy and adherence with office practices through review of files and work observation.

EXAMPLES OF WORK PERFORMED:

NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.

Sorts, codes, and files unclassified material by simple headings (subject matter) or other easily classified system (i.e. numerical, chronological, or alphabetical) which may require some cross-referencing; may physically file and retrieve documents from file rooms and file cabinets which may involve moving boxes, reaching over head, standing, bending and stooping; may prepare simple related index and cross-reference aides. Performs routine research of records and provides requested information according to office procedures. Maintains current files by posting information and inserting additional data; may perform basic arithmetic calculations in preparation and verification of invoices and billings. Receives, opens, and distributes interoffice mail; may run errands as needed. Maintains attendance records and prepares payroll sheets for supervisor. Monitors office supply inventory and prepares requisitions for supplies. Disposes of obsolete records in accordance with established records management procedures. Answers telephones, takes/relays messages, and/or routes calls to appropriate persons using knowledge of office operations; may provide routine information and serve as receptionist; may monitor radio. Copies material using duplicating machine; collates and staples as required. Operates, cleans, and performs minor adjustments and limited maintenance on office machines and equipment. Types routine correspondence, memos, forms, and other non-technical documents from rough drafts; may perform routine data entry. Proofreads documents and assures the quality and accuracy of internal and outgoing

correspondence. Reports and completes reports having to do with incidents and accidents. Creates monthly flyers and promote monthly events that are scheduled. Performs other related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of Business English and mathematics. Some knowledge of office practices, procedures, and equipment related to assigned area. Ability to understand and follow moderately complex oral and written instructions. Ability to maintain accurate records and prepare routine reports. Ability to physically file and retrieve information quickly and accurately. Ability to operate copier, telephone, adding machine, shredder, and other office equipment. Ability to learn and perform assigned clerical and related tasks readily and with accuracy. Ability to make minor decisions according to Bureau procedures. Ability to write legibly and type accurately.

MINIMUM QUALIFICATION REQUIREMENTS:

High school graduate with six (6) months to one (1) year of clerical experience; or an equivalent combination of education, training and experience. Must type 35 cwpm for some positions.