

## OFFICE ASSISTANT

### JOB SUMMARY

Under direct supervision, performs a wide variety of general clerical duties; performs skilled word processing duties; maintains records; and performs other related clerical duties as assigned.

### EXAMPLES OF DUTIES

*(Duties include but are not limited to the following):*

- Maintains the District's Legislative Code on computer; types and enters Code revisions on computer requiring a high degree of accuracy, neatness, and a moderate concentration level; imports documents from one computer program to another; copies and distributes policy changes and/or updates to individual user Legislate Code books.
- Assists department managers with the typing and preparation of ordinances for the Legislative Code, and prepares related agenda memos.
- Serves as back up on the telephone/reception desk; responds to calls, screen inquiries, takes messages, schedules appointments, and answers questions requiring a basic understanding of District organization and policies; posts payments to accounts receivable ledger, balances cash drawer and prepares bank deposits.
- Distributes incoming mail; processes outgoing mail; and delivers mail to post office.
- Organizes and maintains files, including chronological files, subject files, legal files, historical files, Board policies, resolutions, ordinances, and minutes.
- Types and proofreads a variety of documents including reports, memoranda, agendas, budgets, statistical charts and graphs, and spreadsheets; prepares presentations.
- Proofreads material for grammar, punctuation and spelling; copies, collates, staples and binds a variety of materials.
- Scans documents, reports, resolutions, ordinances, agenda memos, files, and other records onto a document imaging system for permanent file storage.
- Assists with routine correspondence and notifications by using short letters, form letters, or making telephone calls.
- Provides assistance to other departments, based on District priorities.
- Assists the board secretary with agenda preparation and distribution; responds to requests from the general public; provides information to staff and the public on Board actions and various District policies and procedures.
- Serves as backup to the board secretary position; assumes board secretary duties including attending and recording Board meetings, transcribes minutes, formats and archives on compact disc; handles confidential and privileged information.
- Operates a variety of office equipment including computers, copiers, communication systems, binding machines, facsimile machine, printers, and postage machine.

- Schedules appointments and various meetings.
- Performs other related duties as assigned.

**EMPLOYMENT STANDARDS:**

Knowledge of:

- Modern office equipment and procedures.
- Computer terminal operating techniques and word processing methods.
- Record keeping procedures and basic accounting.
- Proper English usage, spelling, grammar and punctuation.

Ability to:

- Perform duties with a high degree of accuracy without immediate supervision.
- Operate a personal computer using word processing, spreadsheet, database and other business software.
- Operate a keyboard accurately at a speed necessary to meet requirements of the position (minimum net corrected speed of 45 words per minute).
- Convey a positive and professional image to the public and employees.
- Use effective independent judgment in the exercise of daily responsibilities.
- Plan, coordinate and organize work to meet deadlines.
- Compose routine correspondence demonstrating skill in proofreading, spelling, vocabulary and grammar.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: A minimum of two years of increasingly responsible clerical or secretarial experience is required.

Education: Formal or informal education or training at a level which ensures the ability to read, write, and perform mathematical computations and write reports at a level necessary for successful job performance.

Licenses and Certificates:

Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier.

Typical Physical Demands and Working Conditions:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; sit or stand for prolonged periods of time; use hands and fingers repetitively to manipulate small objects and print or write legibly; frequently lift up to 10 pounds; occasionally lift up to 25 pounds; reach with hands and arms; speak in a normal voice to be able to be heard and understood on the telephone and awareness of electrical hazards.

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