

## OFFICE ASSISTANT

### JOB SUMMARY

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

### EXAMPLES OF DUTIES

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

- Processes, maintains and tracks a variety of records related to department functions; processes personnel action documents; sends out and tracks performance evaluations to completion and assists with the scheduling and tracking of employee training.
- Maintains and updates spreadsheets and databases of specialized information including employee training, certification and records management.
- Types, formats, revises, proofreads and prints reports, correspondence, memoranda, employment forms, notices and other documents.
- Files materials in accordance with District filing system and guidelines; updates file database; retrieves and copies documents; organizes files for scanning; scans and downloads documents into document storage system; and maintains confidential personnel files.
- Assists employees with benefit enrollments, changes, and basic questions and issues regarding benefits; assists in conducting annual open enrollment for benefit plans; and prepares required notifications to employees during employment and upon termination.
- Updates procedures, forms and materials used in Human Resources department functions as needed.
- 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.
- Assists with preparation of various recruitment processes; compiles interview materials for panel; assists with testing; processes reference and background investigations; schedules pre-employment physicals; and prepares notification letters to applicants regarding the recruitment outcome.
- Assists in the administration of workers' compensation claims.
- Responds to telephone calls from employees and the public regarding basic questions.
- May serve as a backup to payroll.
- Serves as recording secretary at various committee meetings; prepares agendas, records, prepares and distributes minutes.
- Routes documents for required signatures; opens and routes mail; sends and receives faxes and copies; sorts and distributes documents.
- Participates in special projects and assignments.
- Provides assistance to other departments, based on District priorities.

- Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### Knowledge of:

- Word processing, spreadsheet, database and other standard business software.
- Record keeping procedures and requirements.
- Proper English usage, spelling, grammar and punctuation.
- Records management, recordkeeping, and filing practices and procedures.

### Ability to:

- Organize work, set priorities and exercise sound independent judgment within areas of responsibility.
- Understand and follow written and oral instructions.
- 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).
- Maintain specialized and general files.
- Convey a positive and professional image to applicants and employees.
- Use tact and diplomacy in discussing sensitive personnel matters, maintaining confidentiality.
- Compose routine correspondence, reports, and other routine documents with brief instruction.
- Effectively perform multiple, concurrent tasks with constant interruptions.
- Communicate clearly and effectively orally and in writing; utilize effective listening skills.
- 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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