

Title: **OFFICE ASSISTANT**

Salary Code: 9  
Effective Date: 06/01/12  
FLSA Designation: Nonexempt

GENERAL DESCRIPTION

Under general direction, performs moderate to complex clerical work which may include reception duties, filing, typing, sorting, and processing materials; maintaining and processing records; composing and editing reports and correspondence; receiving and recording payments, operating office equipment; maintaining inventory of office supplies; and maintaining office equipment.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as examples of the job duties and responsibilities for this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Typing, data entry, word processing, filing, sorting, distributing, and processing materials; checking documents for completeness and accuracy; and maintaining various types of records.
2. Processes and distributes incoming and outgoing mail, including packaging, determining postage, and using mail equipment and machines; and maintains appropriate log books and records.
3. Produces copy material consistent with oral and written instructions.
4. Assembles and distributes Board agenda packets as directed.
5. Performs inventory acquisition and control including receiving, storing, withdrawal, and data entry.
6. Operates a variety of office equipment including copiers, scanners, postage machines, calculators, adding machines, personal computers, typewriters, shredders, and fax machines.
7. Receives visitors, operates multi-line telephone system, including placing conference calls, transferring or referring calls and answering questions.
8. Receives and records cash or check payments from customers and prepares check receipts.
9. Operates District vehicle for errands such as deliveries and pickups of supplies, parts, correspondence, and mail.
10. Process large mailings of correspondences, publications, invoices, and other materials as requested.

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11. Conducts monthly building inspections in accordance to District policies and procedures.
12. Classifies and screens material for distribution and coding, files and cross references, and maintains indexes for central files and library.
13. Train new and current employees in department methods and procedures.
14. Assists with periodic inventories of office materials, supplies, and equipment; and investigates and reconciles inventory discrepancies.
15. If assigned to the Five Points Office, may monitor lockout procedures and pumping plant alarms and alerts section personnel as appropriate.
16. May coordinate the maintenance, repair, and inspection of car pool vehicles.
17. May develop spreadsheets, tracking systems, and electronic filing systems.
18. May assist other employees and departments with completing special projects and reports.
19. Performs other duties as assigned.

### CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of equivalent education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

Completion of the twelfth (12) grade **and** two (2) years of experience performing a variety of clerical duties consistent with the types of duties described herein.

#### Knowledge of:

- Basic office practices, procedures, and terminology.
- Modern office equipment.
- Postal rules and regulations.
- Inventory control methods and techniques.
- Recordkeeping practices.
- Correct grammar, spelling, and punctuation.
- Alphabetical and numerical filing methods.
- Principle and practice of effective customer service.

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### Skills/Abilities to:

- Perform moderate to complex clerical work.
- Apply the policies and practices of a department.
- Learn new work processes and procedures.
- Operate modern office equipment including computer hardware, software, internet, and web-based applications.
- Appropriately respond to requests and inquiries from the general public or other departments.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Train other employees in departmental procedures and methods.
- Interact tactfully and courteously with the public, employees, and other staff.
- Establish and maintain effective interpersonal relationships at all Organizational levels as well as with the public.
- Type at a speed of 45 wpm.
- Display a high degree of maturity, integrity, and good judgment.
- Stand and maintain mobility for several hours.

### WORKING CONDITIONS

- Light lifting up to 30 pounds.
- Exposure to hazardous materials.
- Enclosed noisy work environment.

### STANDARD REQUIREMENTS

- Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider is required.