



Job Code: 0090
FLSA: NE
Unit: PCEA
Revised: 1/98

OFFICE ASSISTANT

DEFINITION

Under general direction, to perform responsible clerical work requiring competency in word processing; to utilize a variety of pertinent procedures, precedents and policies applicable to the subject matter area to which assigned; and to perform related work as required.

Incumbents in this class are expected to possess sufficient knowledge of clerical methods to perform simple to difficult clerical assignments. Incumbents perform the full range of journey level duties within the framework of established guidelines and procedures.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from Executive Assistant or other senior clerical or administrative personnel.

TYPICAL DUTIES

The following duties represent the principal job duties, however, they are not all inclusive. Other duties may be required and assigned.

1. Opens and distributes mail, answers telephones, acts as receptionist, provides information, gives directions.
2. From drafts, formats and types and proofs a variety of materials to include letters, memoranda and reports.
3. Serves as cashier and maintains simple accounting records.
4. Sorts, codes, posts, proofs, alphabetizes, indexes and files a variety of materials.
5. Checks reports, records and other data for accuracy.
6. Extracts, transfers and summarizes information from records.
7. Prepares acknowledgment and replies to letters.
8. Files, maintains, and retrieves records.
9. Schedules appointments.
10. Maintains stock of office supplies and orders new supplies when needed.
11. Operates a variety of office equipment, including personal computer, fax, copiers, and calculators.

CITY OF PLEASANTON
Office Assistant - Page 2
Revision: 1/98

MINIMUM QUALIFICATIONS

Knowledge of:

1. Office terminology
2. Procedures
3. Equipment
4. Proper techniques in operation of commonly used office equipment
5. Business arithmetic

Skill to:

1. Type accurately 45 wpm.
2. Perform responsible clerical work under general supervision
3. Spell and use correct English
4. Maintain clerical records and prepare reports
5. Meet the public with tact and courtesy
6. Read and understand and interpret written materials
7. Use good judgment in choosing among available alternatives
8. Understand and carry out oral and written instructions
9. Establish and maintain cooperative working relationships

Education:

High school graduation or GED equivalent.

Experience:

One year of general clerical experience and competency in word processing software.

Special Requirements:

Performance of the important duties of this position include the following physical demands and/or working conditions: Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry and/or the use of commonly used office machines and supplies; may involve extensive VDT exposure; tasks require visual perception and discrimination as well as oral communications ability.

(jd0090)