



**Job Code:** 0092  
**FLSA:** NE  
**Unit:** PCEA & Conf  
**Revised:** 1/98

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## **SENIOR OFFICE ASSISTANT**

### **DEFINITION**

Under general direction, to perform a variety of complex clerical duties requiring the exercise of independent judgment and functional expertise in departmental operations. Incumbents in this class are responsible to apply appropriate procedures, rules and precedents in completing assigned tasks and when necessary, interpret this information to the public and/or City staff members. Typically, employees are assigned responsibility for the style, format, final appearance and accuracy of completed assignments.

### **SUPERVISION RECIEVED/EXERCISED**

Receives supervision from Executive or Administrative Assistants, managerial or professional staff. May be required to provide lead direction to and train other clerical, temporary, or seasonal employees.

### **TYPICAL DUTIES**

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

1. Greets visitors and obtains or gives out information concerning departmental procedures and functions.
2. Searches files for information needed in compiling statistical and financial reports.
3. From rough drafts, verbal instructions or dictating equipment, formats and prepares a variety of materials and documents to include forms, letters, memoranda, reports, spreadsheets, etc.
4. Maintains follow-up records, compiles information for reports and assists in consolidation and presentation of data.
5. Formats spreadsheets, databases, for the generation and maintenance of specialized reports.
6. Coordinates the management of records with operating departments; files, maintains, and retrieves records.
7. Performs computer data entry to record and retrieve departmental information and to prepare correspondence and reports.

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8. Receives money in payment of bills, fines and fees, gives receipts and keeps records of collections.
9. Sorts, codes, posts, proofs, alphabetizes, indexes and files a variety of materials.
10. Checks reports, records and other data for accuracy; researches, extracts, transfers and summarizes information from records.
11. Assists staff or committees on monthly reports, special projects or statistical collection.
12. Operates a variety of office equipment.
13. Issues permits and licenses.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. Modern office terminology, procedures, and equipment
2. Rules of grammar, punctuation and spelling
3. Word processing software commonly used in a business office setting
4. General functions of City government and primary sources of information

**Skill to:**

1. Type accurately 50 wpm.
2. Interpret a variety of rules, regulations and related materials
3. Compile and prepare financial and statistical reports using word processing software commonly used in a business office
4. Perform difficult clerical work with speed and accuracy
5. Make decisions in procedural matters
6. Establish cooperative working relationships with others
7. Greet the public with tact and courtesy

**Experience:**

Any combination of training and experience that would provide the knowledge and skills is qualifying. A typical way to obtain the knowledge and skill is: Two years of increasingly responsible office support experience, including public contact and performing duties that would have provided competency in the use of word processing software.

**Education:**

High school diploma required.

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**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.

(jd0092)