

OFFICE ASSISTANT I

DEFINITION

Performs a variety of routine office and general clerical duties according to established procedures.

DISTINGUISHING CHARACTERISTICS

A Office Assistant I performs entry-level repetitive general clerical work within established procedures. While a variety of tasks may be assigned, each step usually fits a pattern and changes in procedures or exceptions are explained in detail as they arise.

A Office Assistant II performs a wide variety of journey-level general clerical duties within a framework of established procedures. The work of this class requires a knowledge of clerical systems and procedures, and the ability to choose among a limited number of alternatives in solving routine problems.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by a classified or academic manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Performs general clerical duties according to established office procedures.

Compares and verifies data and information for accuracy and completeness.

Gathers and arranges diversified data and compiles reports, forms, schedules, etc., as required.

Returns documents to source for correction or obtains correct information by tracing and investigating clerical discrepancies and makes appropriate changes.

Performs a wide variety of coding, posting, sorting, calculations, answering phones to take and relay messages, figures, opens mail, issues receipts, and other such related tasks.

Operates miscellaneous office equipment incidental to completion of assigned duties.

Receives and delivers inter-office communications, general mail, and other materials.

Operates duplicating, collating, and binding equipment as required.

May accept cash for processing transactions.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related work as required.

QUALIFICATIONS

Knowledge of:

General office practices and procedures.

Ability to:

Perform routine clerical work.

Operate standard office equipment.

Follow oral and written directions.

Train and provide work direction to others.

EMPLOYMENT QUALIFICATIONS

Minimum Qualifications:

Graduation from High School or equivalent.

Six months of clerical experience.