



OFFICE ASSISTANT I/II

Class Code:
2101/2102

Bargaining Unit: Local 1 General

THE COUNTY OF EL DORADO
Established Date: Jun 1, 1880
Revision Date: Mar 15, 2012

SALARY RANGE

\$12.85 - \$17.09 Hourly
\$2,192.67 - \$2,962.27 Monthly
\$26,312.00 - \$35,547.20 Annually

DEFINITION & DISTINGUISHING CHARACTERISTICS:

DEFINITIONS

Under general supervision, provides a variety of routine to difficult office support to various County offices, which may include receptionist duties, typing, word processing, recordkeeping and filing.

DISTINGUISHING CHARACTERISTICS

Office Assistant I is the entry-level class of this office support series. Initially under close supervision, incumbents learn office and County procedures. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Office Assistant II and incumbents may advance to the higher-level after gaining experience and demonstrating proficiency, which meet the qualifications of the higher-level class.

Office Assistant II is the journey level class of this series, fully competent to independently perform a variety of responsible office support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. Specific duties, including the amount of typing, word processing, use of on-line or personal computers and contact with the public will vary with the organizational unit to which assigned. This class is distinguished from Senior Office Assistant in that the latter assigns, directs and reviews the work of a small office support staff and/or performs the most difficult, technical, complex and/or specialized office support duties which require a definable body of technical knowledge and skill.

EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

- Acts as receptionist and receives and screens visitors and telephone calls and takes messages; provides factual information regarding County or unit activities and functions which may require some interpretation of rules, policies and/or procedures.
- Types correspondence, reports, forms and specialized documents related to the functions of the organizational unit to which assigned from drafts, notes, dictated recordings, or brief instructions, using a typewriter or word processor; may compose standard correspondence from brief instructions.
- Proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage, including grammar, punctuation, and spelling.

- Enters, edits and retrieves data and prepares periodic or special reports from an on-line or personal computer system following established formats and menus; may create report formats using programmed software to meet individual needs; may perform production computer information entry.
- Prepares and updates a variety of reports and records which may require the use of arithmetic calculations and consolidating materials from several sources.
- Maintains records and processes forms, such as work orders, purchase requisitions and others specific to the organizational unit; may make arithmetic or basic statistical calculations.
- Establishes and maintains office files; researches and compiles information from such files; purges files as required.
- Reviews computer-produced and typed reports for accuracy, researches exemptions and makes corrections as required.
- May compile materials for meetings, prepare agendas and attend such meetings to take summary notes as required.
- Operates standard office equipment, including word processors, personal or on-line computers, facsimile equipment and central telephones.
- Performs such office support activities as opening and distributing mail, processing outgoing mail, erasing dictation recordings, making travel arrangements and preparing purchase requisitions.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):

Office Assistant I:

Experience: Sufficient education or experience to demonstrate possession of the basic knowledge and skills outlined above.

Office Assistant II:

Experience: In addition to the above, one year of general clerical or office assistant experience at a level equivalent to the County's class of Office Assistant I.

QUALIFICATIONS:

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Policies and procedures related to the department to which assigned.
- Office practices and procedures, including filing and the operation of standard office equipment.
- Business letter writing and the standard format for typed materials.
- Basic business data processing principles and the use of word processing or personal computing equipment.
- Correct English usage, including spelling, grammar and punctuation.
- Business arithmetic.
- Basic record keeping principles and practices.

Skill in:

- Performing detailed office support work accurately.

- Composing routine correspondence from brief instructions.
- Operating standard office equipment, including a word processor and computer terminal.
- Using initiative and sound independent judgment within established guidelines.
- Prioritizing work and coordinating several activities.
- Organizing and maintaining accurate files and records.
- Making accurate arithmetic calculations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Understanding and carrying out oral and written directions.
- Typing accurately at a rate of forty (40) net words per minute from printed copy.

Other Requirements:

Specified positions may require possession of a valid driver's license. Specified positions may require evening, weekend or other off-shift work.

OTHER REQUIREMENTS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is primarily performed indoors in a standard office setting with infrequent trips outdoors in all weather conditions.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting, reaching, bending; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold. **Occasional** standing, walking. **Infrequent** lifting, carrying or pushing objects that weigh up to 25 lbs..

CLASS SPEC TITLE 7:**HISTORY**

JCN: 2101, 2102

Created June 1990

Revised February 2013 ADA