

## **Office Assistant**

### **Definition**

The Office Assistant is an at-will employee who serves at the pleasure of the General Manager. Under the general supervision of the Office Manager, the Office Assistant is responsible for providing administrative support to the District which may include word processing, data entry and organization, telephone and counter reception, receipt of payments, processing of invoices, record keeping, payroll, report preparation, and filing; provides information and assistance to the general public; and performs related work as required.

### **Examples of Duties and Responsibilities**

- Performs a wide variety of routine administrative duties including filing, preparing records, accounts payable and ordering and maintaining office and other related supplies.
- Prepares copies, collates, and distributes a variety of documents.
- Screens calls, visitors, and incoming deliveries.
- Prepares payroll in the absence of the Office Manager.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Performs related duties and other responsibilities as required.

### **Desirable Knowledge and Abilities**

#### **Knowledge of:**

- District practices and procedures and policies.
- Modern office practices, methods, and equipment, including computer equipment.
- Word processing methods, techniques, and programs; basic accounting methods, procedures, and terminology; database and spreadsheet applications and programs.
- Principles of business letter writing.
- Basic principles of record keeping.
- Vocabulary, spelling, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public and District staff.

#### **Ability to:**

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Make accurate arithmetic computations.
- Perform responsible clerical support work with accuracy, speed, and minimal supervision.
- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.

- Operate modern office equipment, including computer equipment and word - processing, database, spreadsheet, and graphics software applications programs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Attend Board Meetings and Prepare meeting minutes in the absence of the Office Manager.

### **Working Conditions and Physical Requirements**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **Minimum Qualifications**

- Completion of twelfth grade or equivalent.
- General book keeping and /or secretarial experience is highly desirable.

### **License Requirements**

- Possess a Class C California driver's license and a driving record acceptable to the District's insurance carrier.

### **Exempt /Non - Exempt**

- This is a non - exempt position pursuant to the Fair Labor Standards Act.