



## Job Description

### OFFICE ASSISTANT

Approved: \_\_\_\_\_

Greg Baatrup, General Manager

Date 7/29/2015

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

This technical position provides a wide variety of office, secretarial, clerical and administrative support to various departments including participating in and performing special projects.

#### **DISTINGUISHING CHARACTERISTICS:**

The Office Assistant position is an entry-level position in the Office Assistant series. Initially under close supervision, incumbents with basic experience learn District systems, operations, practices, and procedures. Incumbents receive general supervision from the Director of Administrative Services and may receive functional direction from the Accountant. Incumbents may advance to the journey level after gaining the knowledge, skills, and experience and after demonstrating the ability to perform the work of the journey-level class.

#### **SUPERVISION GIVEN/RECEIVED:**

General supervision is received from the Director of Administrative Services.

#### **ESSENTIAL FUNCTIONS including but are not limited to the following:**

- Act as receptionist, receive and greet telephone callers and visitors, determine service needs, receive and provide information and obtain assistance as appropriate.
- Type or compose correspondence, reports, forms, flyers, brochures and specialized documents. Determine proper formats for forms, charts and reports. Proofread typed or printed work, checking for accuracy, grammatical construction, completeness and compliance with established standards and special instructions. Print and distribute final documents. Perform copying duties and other administrative support functions as necessary.
- Compile and maintain records and prepare statistical reports. Maintain manual and automated filing systems. Input, update, retrieve and research data. Maintain a variety of databases. Organize and maintain technical libraries.
- Research, edit and organize information for special projects. Maintain various logs and tracking information for special projects. Monitor and manage invoices for special projects as assigned.
- Participate in and coordinates outreach events, including maintaining outreach supply inventory.
- Compile regulatory reports and documents in the event of inspection, and for submission to CWEA for awards consideration.
- Perform a wide variety of record management duties including establishing, maintaining, and safeguarding District records.
- Provide information externally and internally regarding District policies and procedures.
- Operate a variety of office machines including computer equipment, typewriter, fax machines and photocopy machines.
- Maintain and update a variety of records, logs and databases including postage usage, inventory, inspection reports, complaints, plans and specifications. Update resource materials and maintain a variety of manuals.

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- Receive, sort and distribute incoming and outgoing correspondence. Coordinate package shipments including approving payments and tracking expenditures.
- Purchase and inventory office supplies and equipment. Schedule maintenance and repair work for office equipment.
- Responsible for scheduling, organizing and coordinating meetings, events and training.
- Participate on special projects, committees and teams related to District operations. May assume the role of Chair on internal committees for specific meetings.
- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, District staff and the public. Respond to questions and inquiries from co-workers and resolve problems in assigned areas.
- Perform outside errands as assigned. Attend meetings and may record and transcribe minutes. Organize and coordinate work. Set priorities and meet deadlines. Ensure assigned office area is organized. Open and close the office.
- Perform other related duties as may be assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

The position requires prolonged sitting, standing and kneeling in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push materials weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of a high school graduation and two years of office and administrative support experience.

**License/Certificate:**

Possession of a valid California Class C driver's license and safe driving record.

Failure to possess and maintain the required license(s) and/or certificate(s) may be cause for discipline up to and including termination.

**KNOWLEDGE/SKILLS/ABILITIES** *(The following are a representative sample of the KSA necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles, practices and techniques of modern office and administrative policies, procedures and equipment. Specified computer applications involving word processing, data entry, database use and maintenance, and standard report generation. Business arithmetic. Customer service. Methods and techniques of scheduling work assignments. Methods and techniques for record keeping and report preparation and writing. Proper English, spelling and grammar. Standard office safety practices.

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**Skill to:**

Operate standard office equipment. Use an office computer and a variety of spreadsheet, word processing and software applications.

**Ability to:**

Establish positive working relationships with representatives of community organizations, state and local agencies, District staff and the public. Receive and effectively respond to a large number of requests for support with courtesy, speed and accuracy. Type at a rate of speed necessary to carry out the duties and responsibilities in a prompt and efficient manner. Read, understand and review documents for accuracy and relevant information. Make mathematical calculations quickly and accurately. Make sound decisions within established guidelines. Analyze a complex issue and develop and implement an appropriate response. Read, interpret and record data accurately. Organize, prioritize and follow-up on work assignments. Work independently or as part of a team. Follow written and oral directions. Communicate clearly and concisely, both orally and in writing. Observe safety principles and work in a safe manner.

FLSA Status: Non-exempt