

OFFICE ASSISTANT II

CODES/PAY RANGE

Class Code: 1110

EEO Code: F

Pay Range: 110

MAJOR FUNCTION

Clerical and technical work of moderate difficulty, variety and specialization.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs duties of the lower level in this class series including typing, copying, filing, data entry, etc.

May serve as a receptionist to small division or large activity which includes, taking and forwarding messages and phone calls; providing general information to other county divisions, employees or public; maintaining logs; maintaining supervisor's calendar; setting up meetings; and making follow-up inquiries.

Maintains files and reviews documents for sufficiency and completeness. Codes and cross-indexes records and legal documents. May research files to compile information.

Obtains necessary signatures and routes division material appropriately, maintaining necessary follow-up.

Gives information in person or by telephone applying significant knowledge of rules, regulations and procedures.

Types from copy, rough draft or general information including work reports or other materials, frequently requiring independent action and discretion on problems encountered.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of business English, spelling and arithmetic. Knowledge of the overall function and responsibilities and services rendered by the unit to which assigned.

(Office Assistant II continued)

Ability to understand and follow oral and written instructions. Ability to learn and perform assigned clerical duties. Ability to meet and deal effectively with the public and employees. Ability to maintain records. Ability to plan and organize own work. Ability to provide information correctly and concisely, orally and in writing. Ability to perform routine secretarial tasks as required by the position. Ability to use and learn a personal or main frame computer.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED, plus one (1) year of experience as an Office Assistant I or comparable general clerical experience. **Some positions may require minimum typing speeds.**

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Mental Demands: Ability to read and comprehend instructions. Ability to perform basic mathematical computations (addition, subtraction, division, multiplication). Ability to express ideas and relay information. Ability to construct compound sentences.

Physical Demands: Sedentary work. May require fingering and ability to talk.

Environmental Demands: Inside work.

Revised 10/94