

OFFICE ASSISTANT III

CODES/PAY RANGE

Class Code: 1115

EEO Code: F

Pay Range: 112

MAJOR FUNCTION

Progressively responsible clerical work requiring advanced clerical skills and some independent actions.

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.)

May perform duties of the lower levels in this class series.

May serve as a clerical specialist in maintaining a computerized database for a division/activity program which includes updating and purging records, preparing/formatting reports, and troubleshooting system problems.

Performs specialized and technical clerical and record keeping duties with a minimum of supervision.

May perform receptionist duties for a complex activity or division including typing, filing, copying, faxing, mail distribution, etc. May keep appointment calendar for superior. May transcribe tapes using a dictaphone.

May maintain time records for division/activity personnel. May maintain sensitive or complex division/activity records such as personnel files, project files, program files, etc.

May process division/activity accounts payables. May process field purchase orders, requisitions, travel forms, etc. May maintain division/activity petty cash. May be responsible for maintaining supply levels and ordering stock.

May function as a lead worker over a moderate size clerical staff. May perform secretarial type work for a division, activity or unit director.

Receives telephone calls and contacts from citizens requesting specialized information of services. Receives and passes on to proper person or division any complaints from citizens regarding county service or related information.

(Office Assistant III continued)

Addresses routine or general questions relative to procedures, policy or operations.

Researches and assembles a variety of data from office records for incorporation into various reports. Types technical material requiring specialized knowledge of the operations of a particular division.

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.

Ability to understand and follow oral and written instructions. Ability to learn and perform assigned clerical duties readily and adhere to prescribed routines. Ability to meet and deal effectively with the public and employees. Ability to maintain complex statistical records and to prepare periodic reports from such records. Ability to plan, organize, and oversee the own work and other clerical staff. Ability to provide information correctly and concisely, orally and in writing. Ability to perform routine secretarial tasks as required by the position. Ability to learn and use a personal or mainframe computer.

May require skill in typing accurately from rough draft, plain copy or transcriber at a reasonable rate of speed.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED plus two (2) years of general clerical/secretarial work 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 and complex sentences.

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

Environmental Demands: Inside work.