

## **OFFICE ASSISTANT I**

### CODES/PAY RANGE

Class Code: 1105

EEO Code: F

Pay Range: 109

### MAJOR FUNCTION

Entry level clerical and technical work of limited variety and complexity.

### 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 routine and repetitive clerical work which follows established procedures.

Sorts and files correspondence, reports, vouchers, or other materials numerically, alphabetically or by other established classifications. Sorts and distributes mail.

May enter data in computer system or personal computer.

Meets the public, gives non-technical information and explains well-defined rules, as well as screening and referring office callers. Receives and routes telephone calls, answering routine questions.

Completes and mails routine forms or letters, and posts data from forms or form letters on cards or other records.

Types articles, memoranda, reports, cards, statements, purchase orders, and tabulation from copy or rough draft.

Operates office machines including copy machine, adding machine, typewriter, calculators, fax machines, etc.

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 I continued)**

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 and organize 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.

**MINIMUM QUALIFICATIONS**

Graduation from high school or possession of a GED. **Some positions may require minimum typing speeds.**

**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.

Environmental Demands: Inside work.

Revised 10/94