

OFFICE ASSISTANT IV

CODES/PAY RANGE

Class Code: 1116

EEO Code: F

Pay Range: 113

MAJOR FUNCTION

Specialized clerical work requiring a wide variety of work processes, procedures or operations.

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 of the position.)

May perform duties of lower classifications in this series.

Under general supervision, is responsible for routine and well-defined program(s) requiring limited use of discretion, selection or resources. Problems are deferred to a higher level for resolution. As needed, coordinates work flow with other divisions/activities.

Prepares, checks, studies, edits, evaluates, or reviews detailed comprehensive and complex reports. Data concerns operational, financial, statistical, scientific, engineering, public safety or technical matters. Responsibility includes maintaining confidentiality of records.

Primary assignment maybe operating and maintaining a specialized computer program which may require advanced skills and knowledge in programming, formatting and retrieving data in a variety of reports.

May perform specialized, technical duties requiring extensive training in a particular concentration (i.e. insurance, training, complex records management.) Employee must use discretion in determining compliance with procedures, policies, or laws to resolve problems or to initiate corrective action.

May update or maintain files related to an operating system (i.e. CJIS, RMS, LGFS) or an internal program of complex databases. Accuracy impacts service to users and clients.

Performs related work as assigned.

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.

MINIMUM QUALIFICATIONS

Graduation from High School or possession of a GED, and three (3) years of clerical/secretarial experience.

May be required to demonstrate keyboard skills.

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 finger and manual dexterity and ability to talk.

Environmental Demands: Inside work.

New 10/94