

Job ID . . . . .	0518	Office Assistant	Pay Class / Freq . . .	S / B
Job Group . . . .	CLER	Clerical	Pay Grade/Step . . . .	C02 /
Benefit Group . .	NCSE	NON CIVIL SERVICE EMPLOYEES	FLSA Exempt Y/N . . .	N
Union Code . . . .			Evaluation Method . . .	CL
EEO Job Cat. . . .	006	Office and Clerical	Evaluation Date . . . .	05/16/97
Workers Comp . .	8810 /	Clerical Office	Evaluation Points . . .	161

#### General Summary

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Performs a variety of clerical and secretarial duties of average difficulty. Machines and equipment used are a computer, and standard office equipment.

Performs job duties in a way that promotes a positive image of the City organization and the department; demonstrates effective interpersonal skills and delivers exemplary customer service.

#### Principal Duties

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It is an essential function of this classification to report to work at the assigned time ready to work the regularly scheduled hours. The following is intended to be descriptive of the principal duties of a class of positions. A specific position may:

1. Compose and type letters, reports, and memos from rough drafts, verbal instructions, or notes; utilize a variety of computer software to produce documents which may include or incorporate text, tables, and graphics;
2. Take and transcribe minutes from various meetings;
3. Greet visitors by phone and in person, ascertain nature of business, provide assistance or referral, provide information;
4. Schedule appointments and maintain a calendar;
5. Open, review, and route mail;
6. Arrange meetings by compiling agendas and support materials, distributing materials, and providing set-up of meeting room. Post meeting notice if legally required.
7. Maintain department files and records; compile information from records and prepare reports;
8. Review and proofread correspondence, memos, and reports to ensure accuracy and correctness;
9. May perform higher level duties for training purposes and to perform duties on a substitute basis.
10. Performs related duties as directed.

#### Supervisory Relationships

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Job has no supervisory responsibility.

#### Control of Actions

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Control of Actions

Work requires knowledge necessary to understand general office procedures and defined instructions and/or established work routines. Work follows clearly defined instructions. Instructions normally allow the job to be accomplished without direct supervision. Situations outside the instruction are referred to the supervisor.

Contact with Others

Incumbent receives work direction from supervisor. The position has internal contacts and frequent contact with citizens to give and receive information relative to departmental functions.

Working Conditions

Incumbent works in an office environment.

Education

Completion of a high school diploma or the equivalent.

Experience

One to three years of secretarial experience; or any combination of relevant education and experience which provides the following knowledge, abilities, and skills:

Knowledge of

1. Office practices and procedures.
2. Computer principles and procedures.
3. Proper public contact and telephone etiquette.

Ability/Skill to:

1. Type 55 words per minute (or possess word processing, typing, or data

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Ability/Skill to:

- entry skills as determined by the department and assessed by skills test).
- 2. Spell and use correct grammar.
- 3. Transcribe material from a dictaphone.
- 4. Communicate effectively with others.
- 5. Prepare and maintain accurate records.
- 6. Perform computer/word processing functions.

Physical Requirements

- Maintain the ability to:
- 1. occasionally stand, walk, kneel, and bend during the shift;
  - 2. push and pull objects;
  - 3. occasionally flex upper trunk forward at the waist and partially at the knees;
  - 4. occasionally lift and carry up to 10 pounds;
  - 5. occasionally rotate upper trunk to the left or right while sitting or standing;
  - 6. place arms above, at, or below shoulder height.

Date Written/Revised

05/06/03

Occup Employment Code

Occup Cat  
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43-6014  
Secretaries