

OFFICE ASSISTANT 2

100I

Salary Range: 32

Category: Administrative Services

Class Series Concept

See OFFICE ASSISTANT 1.

Definition

Performs a variety of routine clerical duties such as processing documents and records, extracting and compiling records or data, responding to routine inquiries concerning office/departmental services and procedures, maintaining and monitoring established record keeping, filing and data base systems, and producing forms, letters, record entries and other material. Positions may perform data retrieval and modification and enter data on numerical or alphabetical data entry equipment.

Distinguishing Characteristics

Duties and assignments are of a routine nature. Routine duties are recurring and accomplished by following established work methods or procedures. Within established guidelines, independently organizes, prioritizes, and initiates work activities. Decision making authority is limited to choice of appropriate methods or procedures. Guidance is provided in new or unusual situations. Deviation from established methods, procedures, or guidelines requires approval. Work is periodically reviewed to verify compliance with policies, procedures, or standards.

Positions may occasionally help and/or provide work direction to lower level staff.

Typical Work

Following established guidelines, responds to inquiries regarding departmental services and procedures; answers telephones, receives and refers visitors;

Sorts, files, and tabulates various documents and records; establishes and prepares new files or categories within established filing systems; enters and retrieves data using electronic files; removes and logs materials; maintains status and file reports;

Performs basic word processing or typing tasks such as aligning text, setting margins and tables, saving or filing, spell checking, and printing to produce memos and letters;

Perform electronic mail tasks;

Cross checks and tabulates standard information; checks incoming forms and documents for required information; extracts and compiles statistical data from source documents;

Orders, receives, and maintains office inventory following established procedures;

Collects fees, maintains collection records, verifies and balances receipts, and prepares bank deposit documents;

Drafts routine forms and letters; assembles reports; proofreads material making corrections for sentence structure, spelling, grammar, and punctuation;

Receives, sorts, and distributes mail, messages, records, office supplies, and other materials;

Performs tasks requiring the use of basic arithmetic such as addition, subtraction, multiplication and division;

Performs other duties as required.

Legal Requirement(s)

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Desirable Qualifications

Positions typically require high school graduation or equivalent and one year of clerical experience.

Class Specification History

New class effective: June 1, 2005; Office Assistant 2 (replaces 01010 Office Assistant, 2221 Office Assistant II.)

Housekeeping revisions: Revise class series concept; revise definition; revise distinguishing characteristics; adopted July 10, 2008, effective July 11, 2008.

Base range salary adjustment adopted 6/30/2017, effective 7/1/2017.

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