



JOB DESCRIPTION



Office Assistant I

Position Code: OAI

SALARY RANGE - 560
FLSA Status : Non-exempt

DEFINITION:

Under supervision, to perform a variety of moderately difficult clerical work and to do other work as required.

The Office Assistant series is used to provide clerical services. Incumbents typically type, file, sort and process materials; maintain records; process records; compose and edit reports and correspondence; gather information; provide information to members; receive and record payments; operate a variety of equipment including but not limited to: word processors, micro-computers, mini-computers, computer terminals, duplicating machines, calculators; and prepare and complete a variety of forms and documents.

Office Assistant I is the journey level in this series. Incumbents of the class work under general supervision, within a framework of established procedures and are expected to perform a wide variety of clerical duties with minimal assistance. Satisfactory performance requires the use of independent judgment in selecting proper work methods within approved alternatives.

QUALIFICATION GUIDELINES:

Knowledge of:

- Correct grammar, spelling and punctuation;
- Office procedures, including preparing correspondence and reports;
- Filing, indexing and cross-referencing methods;
- Principles, methods and equipment used in information processing.

Ability to:

- Perform clerical work and quickly learn the specific operation of the office;
- Make decisions in standard procedural matters without immediate supervision;
- Prepare and maintain accurate records and reports;
- Make arithmetic calculations rapidly and accurately;

- Understand and follow written and oral instructions;
- Establish and maintain effective working relationships;
- Operate a variety of standard office equipment.

Experience:

- Any combination of education and experience that would provide the knowledge, skills and abilities listed above.

TRAINING & EDUCATION REQUIREMENTS:

- Must possess a high school diploma or G.E.D.;

COMMUNICATIONS/INTERPERSONAL CONTACTS:

Incumbents are required to possess good interpersonal skills, including oral and written communication skills.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the membership by referring them to sources of information, giving out standard forms and explaining how to complete them, and answering requests for factual information by consulting various available sources.
- Inserts and extracts materials from subject matter files, classifies material by nature of subject matter, and prepares new file folders as needed.
- Maintains informational or operational records; answers telephone and assists callers by providing information, taking messages, or routing calls to others.
- Types a variety of information such as statistical and budgetary tabulations, reports, manuscripts, contracts, pamphlets, letters, charts, and other documents from rough, plain, corrected copy, or dictated material utilizing information processing equipment.
- Utilizes formerly recorded material to create new documents or files, incorporating all revisions; independently sets up formats for reports, files, letters, and dual and multi-column documents, taking into consideration the special needs of originator.
- Gathers information from a variety of source documents; establishes and revises glossaries utilizing stored keystrokes; creates multi-page documents with headers and footers; sets up merged documents.
- Compiles, stores, and maintains a system of information retrieval on tapes or disks; edits copy for errors; composes routine letters on factual subjects;
- Receives payments for goods, prepares receipts and accounts for money.

- Compares a variety of documents to make extensions, batch totals, and to check for arithmetical accuracy and general completeness.
- Posts data, types, encodes and transmits alphanumeric and numeric data from source documents; keys in commands to locate files; enters, stores, retrieves, and deletes information in order to update records and/or data bases.
- May verify the accuracy of information entered, and correct errors in transmission;
- Make computer inquiries to retrieve information and to print reports; may align carriage tapes and forms to print records, mailing lists, roster indexes, and similar listings; maintains informational and operational records.
- Serves as a receptionist and schedules appointments; as a secondary responsibility, may operate a telephone switchboard.

NOTE: *The Riverside Sheriffs' Association reserves the exclusive right to amend any portion of this job description at any time and without prior notice.*