

OFFICE ASSISTANT III

Class Code: 033

Range: E/12

Definition: Under general supervision, to perform a variety of responsible and complex secretarial and administrative tasks in support of the assigned department, and to provide general information and assistance to the public.

Distinguishing Features: This is the full journey level in the clerical/secretarial series. Positions at this level are distinguished from higher level classifications in this series by performing a full range of responsible secretarial and routine administrative duties in providing assistance to the department. Incumbents in this class provide administrative support in a specific area, as well as, provide responsible secretarial support to County staff. Employees at this level are expected to work independently, exercise sound judgment and initiative and maintain appropriate confidentiality. Employees must become fully aware of the operating procedures and policies of the work unit. May exercise technical and functional direction and guidance over clerical staff.

Examples Of Essential Position Duties

The following duties represent the principal duties, however, they are not all-inclusive. Other duties may be required and assigned.

- ▼ Type forms, letters, legal documents, departmental and statistical reports, correspondence and other complex materials from copy, rough draft, machine dictation or oral or written instructions by the appropriate deadline; proofread documents.
- ▼ Assist the public in person and by telephone; schedule appointments, perform counter work and provide information to the public, other departments, and outside agencies; answer complex questions requiring a thorough knowledge of department programs, regulations and procedures; process incoming and outgoing mail.
- ▼ Perform complex filing and record keeping duties where several systems are utilized; process a variety of complex or technical materials such as legal forms, permit applications, microfilm records, and other formal documents.
- ▼ Perform simple bookkeeping and accounting functions; review documents for procedural compliance; take and maintain inventory records as assigned; operate a variety of office equipment and machines.
- ▼ Train and/or monitor the work of temporary employees, volunteers or other clerical employees.
- ▼ Gather and compile information; put into a report form as required; compute or verify data, enter and retrieve data from computer terminals, and review computer print outs for accuracy.
- ▼ May provide staff support for boards and committees; oversee supply budget expenditures; schedule staff meetings and locations.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties.

- ▼ Perform minor maintenance on equipment and order repairs; provide backup to staff; prep conference rooms as necessary.
- ▼ Perform other responsibilities and duties as assigned.

Qualifications

Minimum Qualifications: A combination of education and experience equivalent to the completion of the twelfth grade supplemented by specialized secretarial and office practices course work. Three years clerical and secretarial experience involving public contact. A Bachelors degree may be counted toward years of experience.

Knowledge, Skills and Abilities: Requires a knowledge of modern office practices and procedures; business English composition, spelling and basic arithmetic; specific department policy, procedure and operations; computer software applications including some or all of the following: word processing, desktop publishing, graphics, spreadsheets, and database management. Ability to type a variety of complex materials rapidly and accurately; operate office equipment and machines with accuracy and skill; alphabetize and arrange in numerical order; understand and follow oral and written instructions; implement new procedures and processes; follow departmental procedures, rules and regulations; prioritize and organize work and train other staff; make decisions independently; make fast and accurate computations; compile data and prepare complex reports; establish and maintain effective working relationships with those contacted in the course of work.

Special Requirements: *Performance of the essential duties of this position include the following physical demands and/or working conditions:*

Ability to work in a standard office environment; requires the ability to exert a small amount of physical effort in sedentary to light work; may require some moderate lifting, bending, reaching, kneeling and some climbing requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry, and/or use of calculators, ten-key adding machine, or other office equipment or supplies.