

OFFICE ASSISTANT IV

Class Code: 034

Range: E/15

Definition: Under general supervision, to perform a broad variety of complex secretarial and administrative support of a technical or moderately difficult nature in accordance with general practices and procedures of the specialized project, division or department.

Distinguishing Features: This is the highest journey level in the clerical/secretarial series. Positions at this level are distinguished from lower level classifications in this series by performing a full range of complex and responsible secretarial and administrative duties for a project, division or department. May coordinate and oversee other clerical staff member's work. Individuals in this position at this level are expected to work independently and exercise sound judgment and initiative. Employees only receive occasional instruction or assistance as new or unusual situations arise, and 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.

- C Perform high level secretarial and administrative duties in specialized areas such as elections, purchasing, diversion programs, permit processing and compliance and automated office systems.
- C Compose correspondence, type materials from rough draft or Dictaphone; proofread documents; receive, log and route complaints.
- C Perform simple bookkeeping and accounting functions and coordinate department budget; schedule staff, meetings and locations.
- C Train, monitor and provide functional guidance to other clerical personnel in office procedures, policies, equipment operation and technical matters.
- C Assist the public in person and by telephone; answer complex questions and make basic interpretations of departmental policies and procedures when conveying information to the public, other departments and staff.
- C Set up and maintain complex paper and computer filing and record keeping systems, indices and registers; research files and prepare reports as required for departmental purposes.
- C Compute or verify data, enter and retrieve data from computer terminals, and review computer print outs for accuracy.
- C Take and maintain inventory records as assigned; operate a variety of office equipment and machines.

Auxiliary Duties:

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

- C May provide staff support for boards and committees; perform minor maintenance on equipment and order repairs as necessary.
- C 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. Four years of progressively responsible clerical and secretarial support experience including experience overseeing the activities of an office project.

Knowledge, Skills and Abilities: Requires a knowledge of modern office practices and procedures; business English composition, spelling and basic arithmetic. Ability to type accurately 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; understand, interpret and 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; 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; may involve extensive VDT exposure.