

OFFICE ASSISTANT V

Class Code: 035

Range: E/17

Definition: Under direction, to perform variety of responsible office management, secretarial and administrative support of assigned department; assist in planning, organizing and coordinating support activities, operations and functions related to the assigned department; provide general information and assistance to staff and general public.

Distinguishing Features: This is the highest level in the clerical/secretarial series. Positions at this level are distinguished from lower level classifications in this series by planning, organizing and coordinating support activities, operations and functions for a project, division or department. Requires an in-depth understanding of the policies and procedures related to the department. Handles the most complex and difficult processes. Typically provides technical and functional supervision over other clerical staff member's work. Individuals in this position at this level are expected to work independently and exercise sound judgment and initiative. Requires that employees effectively apply the operating procedures and policies of the work unit.

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 Plan, organize and coordinate support activities, operations and functions for a project, division or department; train, monitor and provide functional guidance to other clerical personnel in office procedures, policies, equipment operation and technical matters.
- C Participate in the preparation and administration of assigned budget; monitor expenditures; perform simple bookkeeping and accounting functions and coordinate department budget.
- C Perform responsible and difficult secretarial and administrative duties in specialized, technical areas; compose correspondence, type materials from rough draft or dictaphone; proofread documents; receive, log and resolve complaints; schedule staff, meetings and locations.
- C Assist the public in person and by telephone; answer complex questions of departmental policies and procedures to the public, other departments and staff where judgment, knowledge and interpretation are utilized; serve as the primary resource for interpretation of department policy and procedures.
- C Oversee complex paper and computer filing and record keeping systems, indices and registers; research files and prepare reports as required for departmental purposes; compute or verify data, enter and retrieve data from computer terminals, and review computer print outs for accuracy; 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, business and/or office practices course work. Five years of progressively responsible clerical and secretarial support experience including experience overseeing the activities of an large department or division.

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.