

OFFICE ASSISTANT

DEFINITION OF WORK

Under immediate supervision, performs difficult skilled clerical and data entry work in assisting one or more administrative or professional employees; types a variety of technical reports, correspondence and various documents working from rough drafts and/or using dictation, typewriter or computer; does related work as required.

EXAMPLES OF WORK

Types a variety of technical reports, correspondence and various documents working from rough drafts, dictating machines or established procedures using a typewriter or word processor; arranges appointments, travel and meetings; assembles and compiles information for reports; assists in a variety of departmental payroll/personnel and budget activities and controls; answers inquiries from employees and the public on unit's policies and activities; enters and retrieves information on a visual terminal system; may compose routine correspondence; processes sensitive or confidential information; maintains technical records and filing system; serves as a receptionist; receives and distributes mail.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma supplemented by courses in business and secretarial subjects and 4 years experience of increasingly responsible clerical and secretarial work.

Knowledge, Skills and Abilities: Thorough knowledge of modern office procedures and practices; thorough knowledge of business English, spelling and arithmetic; ability to interpret and apply policies, regulations and procedures; ability to keep financial and statistical records; ability to work at a computer for an extended period of time and must possess advanced grammatical skills; ability to establish and maintain effective relationships with the public and co-workers; ability to type accurately at 45-50 words per minute. Familiarity with Windows 95 and WordPerfect preferred.