

SENIOR OFFICE ASSISTANT

DEFINITION OF WORK

Under immediate supervision, performs difficult skilled clerical and secretarial work which involves administrative duties 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

Using word processing or other standard computer software, generates a variety of technical reports, legal documents, correspondence and minutes working from notes, rough drafts, dictating machine or verbal instructions. Arranges appointments, travel and meetings; researches, compiles and prepares or assists in the preparation of a variety of reports; performs a variety of payroll/personnel and budget activities; composes routine correspondence; processes sensitive or confidential information; may draft resolutions and other documents; designs forms or charts for departmental use; recommends changes in office procedures; invoices departments and outside agencies for services and/or materials; may train and provide lead direction to other clerical employees; extracts and summarizes data using a microprocessor; may act as secretary to a Board or Commission; may serve as 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 four 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; working knowledge of word processing and spreadsheet software; ability to supervise the work of others; ability to interpret and apply policies, regulations and procedures; ability to keep financial and statistical records; ability to establish and maintain effective relationships with the public and co-workers; ability to type accurately at 60 words per minute. Familiarity with Windows 95 and WordPerfect preferred.