

OFFICE ASSISTANT I

DEFINITION

Under supervision, to perform a variety of office assistance and receptionist assignments; to type materials, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first level in the Office Assistant class series. No previous work experience is necessary. However, some typing skills are required. Employees normally work under close supervision while learning the policies and procedures of the office where assigned. As an incumbent's breadth of knowledge increases and the ability to perform a variety of assignments without close supervision is demonstrated, they may reasonably expect promotion to the next higher level of Office Assistant II.

REPORTS TO

A wide variety of County supervisory or management positions, depending upon the Department or program area of assignment.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

OFFICE ASSISTANT I - 2

EXAMPLES OF DUTIES

- Serves as an office receptionist greeting office visitors and answering the telephone, providing information and referring calls and visitors to others.
- Takes and transmits messages.
- Receives monies and records payments.
- May assist with basic financial recordkeeping.
- Receives, sorts, and distributes mail.
- Maintains inventories of informational material.
- Assists with maintaining work time, invoice, work order information, and a variety of office files and records.
- Types and proofreads documents and materials.
- Tabulates data.
- Performs a variety of office assistant assignments.
- Operates a computer, using word-processing, spreadsheet, and other software.
- Operates office equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation.
- Basic mathematics.

Ability to:

- Learn to perform a variety of office assistance assignments.
- Learn and apply the policies and procedures of the office where assigned.
- Type at a rate of 40 words per minute from clear, legible copy.
- Follow oral and written directions.
- Maintain good public relations.
- Establish and maintain cooperative working relationships.

OFFICE ASSISTANT I - 3

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Some training in office skills is desirable.

Special Requirements: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.