

OFFICE ASSISTANT III

(Range 110)

DEFINITION

Performs a variety of highly responsible office support work for the assigned department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Supervisor and/or Department Head.

ESSENTIAL AND MARGINAL FUNCTIONS Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Coordinates and provides services for assigned department.
2. Monitors workload and work activities, establishes priorities, and meets established deadlines.
3. Generates correspondence, memos, agendas, minutes, permits, orders, purchase requisitions, ordinances, reports, claim forms, manuals, annual budgets, or other relevant materials appropriate to assigned department.
4. Proofreads correspondence, forms, and other related documents for accuracy and completeness.
5. Maintains a high degree of confidentiality.
6. Creates database files and inputs and retrieves a variety of data and information utilizing a personal computer.
7. Maximizes office productivity through proficient use of appropriate software applications.
8. Compiles, prepares, and distributes reports, invoices, and other relevant materials appropriate to the assigned department.
9. Researches and develops resources that create timely and efficient work flow.
10. Provides technical and administrative information pertaining to the assigned department.
11. Takes telephone inquiries and complaints, and either assists the caller or directs the caller to the appropriate individual.
12. Sorts, distributes, and coordinates incoming and outgoing department mail.
13. Performs a variety of essential and complex record keeping duties.
14. Schedules meetings, interviews, travel, equipment repair and service, or other department functions.
15. Maintains department record keeping and filing systems and a variety of statistical records.

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16. Orders and maintains office supply inventory.
17. Receives and reviews various reports, plans, and applications for the purpose of verifying accuracy.
18. Makes copies of pertinent documents as needed.
19. Acts as a liaison between Department Head and outside agencies, gathering and relaying information as needed.
20. Interacts extensively, in person, and over the telephone with district-wide staff and management, outside agencies, vendors, and the general public.
21. Utilizes personal computer, the Internet, and e-mail.
22. Operates office equipment including, but not limited to: typewriter, adding machine, copy machine, telephone, and facsimile machine.
23. Operates Library District vehicles.

Marginal Functions:

1. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Modern office methods and procedures.
2. Business letter writing and report preparation.
3. Record keeping and filing principles and methods.
4. Library District and Department policies and procedures.
5. Pertinent State statutes governing assigned department.
6. Basic arithmetic and accounting principles.
7. Library District terminology and functions.
8. Correct English usage, spelling, and punctuation.

Ability to:

1. Be decisive in routine and non-routine problem solving in accordance with the Library District and assigned department policies and procedures.
2. Apply Library District and assigned department policy and procedure.
3. Type at a speed necessary to perform the essential functions.

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4. Accept and manage change and maintain flexibility.
5. Work quickly and accurately.
6. Work both independently and as part of a team.
7. Perform multiple tasks concurrently.
8. Maintain fiscal and complex clerical records.
9. Generate accurate reports.
10. Communicate clearly and concisely, both orally and in writing.
11. Serve customers with patience, tact, and courtesy.
12. Maintain effective working relationships with those contacted during the course of work.
13. Understand and follow oral and written instructions.
14. Maintain the mental capacity for effective interaction and communication with others.
15. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
16. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. Use of personal computers and associated software.
2. Use of library and general office equipment.

QUALIFICATIONS

Training and Experience:

LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT

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High school diploma or GED equivalency required; three (3) years of secretarial or related work experience required; proficiency with word processing, spreadsheets, and working with Windows required; typing skills required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds); occasional moderate lifting (12-20 pounds); bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; and utilizing a keyboard, sitting, or standing for extended periods of time.

Tasks require visual perception, audio perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

License, Certificate, or Special Requirements:

Possess, or have the ability to obtain, valid Nevada Driver's License at the time of hire.

FLSA: **NON-EXEMPT**
CBA: **NON-SUPERVISOR**
DEVELOPED: **JULY 1, 1995**
REVISED: **JULY 8, 1998**