

OFFICE ASSISTANT I

(Range 101)

DEFINITION

Performs basic clerical tasks in support of the assigned department.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from assigned supervisor.

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

Essential Functions:

1. Performs a variety of essential record keeping duties.
2. Maintains a variety of alphabetical, numerical, and chronological filing systems.
3. Assists with the receptionist duties for the assigned department.
4. Utilizes personal computers.
5. Performs data entry in the maintenance of basic records.
6. Operates office equipment including, but not limited to: typewriter, copy machine, telephone, and facsimile machine.
7. Interacts in-person and over the telephone with district-wide staff and management, outside agencies, and the general public.
8. Assists with processing and distributing incoming mail.
9. Copies and collates a variety of correspondence, forms, and other documents.
10. Prepares a variety of correspondence and other documents for internal and external mailing.
11. Receives work assignments, establishes priorities, and meets established deadlines.
12. Notifies supervisor of problems or changes in work load.

Marginal Functions:

1. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

1. Basic modern office methods and procedures.
2. Basic record keeping and filing principles and methods.
3. Library District, Branch, and Department policies and procedures.

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4. Library District terminology and functions.
5. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Type at a speed necessary to perform the essential functions.
2. Accept and manage change and maintain flexibility.
3. Work quickly and accurately.
4. Work independently and as part of a team.
5. Maintain clerical records.
6. Maintain effective working relationships with those contacted during the course of work.
7. Understand and follow oral and written instructions.
8. Communicate clearly and concisely, both orally and in writing.
9. Serve customers with patience, tact, and courtesy.
10. Maintain the mental capacity for effective interaction and communication with others.
11. Maintain 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.
12. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

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

MINIMUM QUALIFICATIONS

Training and Experience:

High school diploma or GED equivalency required; basic computer skills required; and typing skills required.

Physical requirements:

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

DEVELOPED: JULY 1, 1995

**REVISED: APRIL 16, 1998
 JUNE 5, 1998**