



# OFFICE ASSISTANT SENIOR JOB DESCRIPTION

Job Title: Office Assistant Senior

Job Code: OB114

Pay Grade: 15

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: October 2007

## NATURE OF WORK

Under close supervision, performs a variety of routine and skilled general office functions; provides clerical support to departmental personnel; and performs other related duties as assigned.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Answers and directs incoming calls; responds to inquiries regarding departmental policies, procedures, programs, and services; greets and directs office visitors.
- Schedules and coordinates meetings; books meeting rooms; notifies meeting participants; records, prepares, and distributes meeting minutes.
- Prepares, copies, scans, posts, and/or distributes various types of correspondence, reports, marketing materials, case books, and other departmental documentation.
- Types and transcribes various reports, forms, phone conversations, taped statements, 911 calls, search warrants, photograph logs, and/or phone messages.
- Updates and maintains departmental policies, lists, records, files, and databases; performs a variety of records management functions; maintains compliance with established records retention guidelines.
- Performs a variety of general accounting duties; prepares accounts payable vouchers and bank deposits; assists in monitoring assigned budgets.
- Receives, sorts, and distributes departmental mail, phone messages, records, office supplies, and/or other types of materials.
- Processes staff supply requests and coordinates the ordering of office and/or other departmental supplies; prepares purchase orders.
- Receives and processes permit and license applications and/or public records requests; collects and receipts monies for County fees.
- Conducts a variety of routine clerical tasks; performs data entry; processes and distributes departmental mail.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves sitting for extended periods of time, standing, walking, bending reaching, and lifting of objects up to 25 pounds.

## DISTINGUISHING CHARACTERISTICS:

This is the senior level in the Office Assistant series. This class differs from the Office Assistant by the nature of tasks assigned, the performance of more complex duties, and by the level of independence granted.

**EMPLOYMENT STANDARDS:**

High School Diploma or G.E.D. equivalent; AND two (2) year's clerical experience.

Depending on area of assignment, a valid Driver's License, Notary Public License, and/or other specialized certifications may be required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- General office practices and equipment.
- Standard computer software applications.
- Telephone etiquette and customer service protocols.
- Records management principles and standards.
- Departmental operations relative to area of assignment.

**Skills in:**

- Coordinating and performing a variety of skilled clerical functions.
- Providing secretarial support to departmental staff.
- Preparing and maintaining correspondence, reports, and other types of documentation.
- Responding to inquiries and providing customer service to the public.
- Establishing and maintaining effective working relationships with other staff, County departments, outside agencies, and the general public.
- Communicating effectively verbally and in writing.