



OFFICE ASSISTANT

Definition

Under direction and supervision of Office Manager, performs a wide variety of responsible clerical work in support of the Authority; to provide word processing and data entry support; and to provide information and assistance to the public regarding Authority policies and procedures.

Examples of Important Responsibilities

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

- Perform a wide variety of general clerical work including preparation and process of various documents and reports for the General Manager, Office Manager, Board of Directors, committees and other staff;
- Type a variety of documents including general correspondence, agenda, reports, memoranda and statistical charts from rough draft or verbal instructions;
- Answer the telephone and wait on the general public providing information and forms to the public as needed; provide information on Authority policies and procedures as required; screen calls and visitors, referring them to appropriate staff or individual;
- Maintain calendars and schedule of activities, meetings and various events.
- Contact the public and outside agencies to acquire and provide information and make referrals;
- Maintain inventory order and organize office materials and supplies;
- Operate a variety of office equipment including copiers, facsimile machines, and computers; input, retrieve, and manipulate data and text using a computer; word process a variety of documents and correspondence; utilize spreadsheet, database, and other software as required;
- Compile information and data for statistical and financial reports; maintain a variety of statistical records; check and tabulate statistical data;
- Organize and maintain filing systems;
- Participate and function as a team member supporting various activities of the Authority;
- Perform other duties as assigned.

Qualifications

Knowledge of

- Modern office procedures, methods and computer equipment.
- Business letter writing and basic report preparation.
- Principles and procedures of record keeping.
- Principles, practices and procedures of clerical accounting and bookkeeping;. English usage, spelling, grammar and punctuation; and
- Basic mathematical principles

Ability to

- Learn the structure, organization and function of the Authority.
- Correctly interpret and apply the policies and procedures of the Authority.
- Respond to request and inquiries from the general public.
- Type at a speed necessary for successful job performance.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Work well under pressure and meet deadlines.
- Attend some evening meetings.

Open Space Authority

Office Assistant (continued)

Education and Experience Guidelines

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

Education

Equivalent to completion of the twelfth grade.

Experience

Three years of responsible clerical experience including public contact.

License and Certification

- Possession of, or ability to obtain, a valid California Driver's license and a satisfactory driving record.

Physical Demands & Working Environment

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Environment: Office environment.

Mobility: Sitting for prolonged periods of time; extensive use of computer keyboard.

Vision: Visual acuity to read computer screens and written documents.

Communication: Speaking, hearing, and writing in English to exchange information.

This is a non-exempt position