

TITLE: OFFICE ASSISTANT I	APRIL 17, 2019 <i>(Revised)</i>
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JOB CODE: 0306
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT
EEOC CODE: ADMINISTRATIVE SUPPORT

JOB SUMMARY

Under general supervision, performs a variety of general clerical duties in support of an assigned function or program.

SUPERVISION RECEIVED

Reports to: As designated by Department Head

DISTINGUISHING CHARACTERISTICS

Office Assistant I is the entry-level class in the Office Assistant job group. Office Assistant I differs from Office Assistant II in that Office Assistant I performs basic and routine work with clearly established priorities and procedures while Office Assistant II performs work with greater independence and the scope and complexity of assignments are greater.

EXAMPLES OF ESSENTIAL DUTIES

- Uses a personal computer and a variety of office software applications including word processing, email, file management, and spreadsheets
- Creates, retrieves, and enters data and information into a computer from various sources including accounting, statistical, and related documents; verifies data for accuracy and completeness; inputs corrections and updates
- Operates office equipment such as telephone systems, personal computers, shredders, printers and copiers
- Provides information on program, departmental, and City policies and procedures as required
- Provides front counter assistance; screens office visitors; responds to inquiries and requests for information or directs to appropriate personnel
- Distributes appropriate forms, informational packets, and manuals
- Accepts applications and payments
- Receives, sorts, and distributes incoming and outgoing mail and correspondence
- Maintains accurate and up-to-date logs, files, and records for assigned areas
- Sorts, cross-indexes, codes, and files various materials using established procedures
- Monitors various logs, accounts, and files for current and accurate information

- Copies, collates, and binds documents
- Attends and transcribes minutes from meetings as assigned
- Compiles data and assists in the preparation of various reports
- Maintains inventory of forms, office supplies, and other general supplies for assigned area; may order supplies as needed
- May issue permits and licenses
- May process payments for service fees received through the mail or in person
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends, and holidays as required
- Maintains regular and consistent attendance record
- Performs related duties and responsibilities as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Modern office procedures, methods, and computer equipment
- Methods and techniques of proper customer service
- Basic principles and procedures of filing and record keeping
- English usage, spelling, grammar, and punctuation
- Basic mathematical principles
- Operations, services, and activities of assigned function or program;
- Basic principles of business letter writing and basic report preparation;
- Basic clerical accounting principles and practices

Ability to:

- Perform the full range of general clerical duties in support of area to which assigned
- Keyboard/type at a net corrected speed of 45 words per minute
- Interpret and apply City policies and procedures with good judgment
- Prepare a variety of reports and records
- Maintain accurate records
- Operate and use modern office equipment, including a computer and various software packages
- Maintain and follow department policies and procedures
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Deliver quality customer service
- Work independently and as a team member

Education: High school diploma or equivalent

Experience: One year's experience providing clerical/administrative support that includes keyboarding/typing assignments or frequent use of a computer keyboard.

Licenses/Certifications: A valid California driver license with an acceptable driving record required at time of appointment and during course of employment.

Proof of keyboarding/typing skill proficiency will be required prior to appointment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the job class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. Requires hearing and speaking skills to answer the telephone or converse with coworkers and the general public. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.