

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: OFFICE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform various clerical support duties; coordinate available substitutes to assure proper coverage of assigned programs and departments; answer phones and greet and assist visitors; receive, sort, distribute and process incoming, outgoing and internal mail and correspondence.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Prepare and type letters, memoranda, requisitions, reports, schedules, lists, or other materials from straight copy, rough draft or verbal instructions; sort and file information according to alphabetical, numerical, and chronological filing systems; check documents and records for accuracy.

Answer the telephone and receive and transmit messages; provide general information to callers as needed; schedule appointments; greet visitors to the office.

Receive, sort, and distribute incoming, outgoing and internal mail and correspondence; deliver.

Participate in maintaining supply levels; order necessary supplies.

Operate a computer, assigned software, and other standard office equipment.

OTHER DUTIES:

Assist with special projects as directed.

Attend and participate in staff meetings and in-services activities as assigned; attend workshops, conferences, and classes to increase professional knowledge as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Telephone techniques and etiquette.

Modern office practices, procedures and equipment.

Operate a computer and assigned software.

Interpersonal skills using tact, courtesy and diplomacy.

Correct English usage, grammar, punctuation, spelling and vocabulary.

Oral and written communication skills.

Record-keeping techniques.

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Ewing & Company

ABILITY TO:

Perform general clerical duties including typing, filing and duplicating.
Coordinate available substitutes to assure proper coverage of assigned programs and departments.
Answer telephones and greet the public courteously.
Provide information, directions and assistance.
Maintain routine records and files.
Type at an acceptable rate of speed.
Communicate effectively both orally and in writing.
Operate a variety of office equipment including a computer.
Establish and maintain cooperative and effective working relationships with others.
Provide information in a clear and concise manner.
Meet schedules and time lines.
Prioritize and schedule work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Reaching overhead, bending at the waist, kneeling or crouching to file materials.