



CITY OF CALEXICO

CLASS TITLE: OFFICE ASSISTANT

MONTHLY: \$2,515 – \$3,057

RANGE: G-15

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of general clerical duties in support of an assigned department or program; answer phones and greet and assist the public.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of general clerical duties in support of an assigned office including typing, filing, duplicating and distributing materials.

Serve as receptionist; answer telephone calls and direct calls to appropriate personnel; take and relay messages; schedule department or program appointments, events and activities as required.

Receive, greet and direct visitors; respond to inquiries and provide a variety of general information and assistance to the general public related to department or program operations.

Type letters, forms, memoranda, bulletins, reports, notices, flyers, billings, requisitions, requests or other materials; compose routine correspondence; proofread completed typing assignments.

Compile information and maintain assigned logs, files and records; prepare routine reports as directed; review, sort, process and verify the accuracy and completeness of various documents.

Receive, sort and distribute mail and supplies as assigned; prepare outgoing mail and materials for distribution.

Operate a variety of office equipment including a copier, scanner, fax machine, computer and assigned software.

Communicate with other departments, City staff and outside organizations to exchange information and resolve issues or concerns related to assigned activities.

Assist with monitoring inventory levels of office supplies; assist in ordering, receiving and maintaining inventory of office supplies as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Basic record-keeping and filing techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform routine clerical duties such as filing, typing, duplicating and maintaining routine records.
Learn basic terminology, processes and operations of assigned office.
Answer telephones and greet the public courteously.
Type or input data at an acceptable rate of speed.
Operate a variety of standard office equipment including a computer and assigned software.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Receive, sort and distribute mail.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities to perform duties in an office environment and as listed above.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

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