



## JOB DESCRIPTION



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**JOB TITLE: Office Assistant - Senior**

**JOB CODE: 2810**

**DEPARTMENT: Varies**

**FLSA STATUS: Non-Exempt**

**REPORTS TO: Department Manager/Director**

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### **SUMMARY OF JOB PURPOSE**

Performs highly responsible and specialized clerical office support activities related to the function and department assigned.

### **ESSENTIAL FUNCTIONS**

1. Prepares a variety of general correspondence, legal documents, reports, articles, meeting minutes and/or agendas, and instructions from rough draft, verbal or recorded instruction; edits materials for clarity, completeness, accuracy, consistency, and adherence to special format, policies, and procedures; prepares and sends large mailings and maintains associated tracking log; performs a variety of other clerical duties including data entry, copying and assembling materials, collecting and distributing mail, answering phones, faxing documents and other related tasks.
2. Assists the general public, customers, and/or District/County employees in person or by phone answering inquiries related to department services, programs, and records; receives complaints and attempts to resolve them; explains rules, policies, and procedures; explains the proper use and completion of forms and documents; may assist with the process of event/program sign-ups; refers more complex matters or those requiring policy interpretation to supervisor for resolution; may be responsible for handling all aspects of hall and/or park rentals; some location assignments require regular social interaction.
3. Acts as staff assistant to professional or management employees by screening incoming correspondence, calls, and visitors; takes messages or refers caller to the appropriate person; schedules meetings, appointments, rooms, and training for both staff and clients; maintains schedules of activities and location of staff members as required; may create and approve video conferencing using a web-based program, maintaining an associated schedule and keeping staff members informed, as appropriate.
4. Posts and consolidates an assortment of statistical information from a number of sources for incorporation into special periodic reports; prepares routine statistical reports and/or legal documents; creates and maintains spreadsheets, database information, and other various documents utilizing word processing, spreadsheet, or database software.
5. Maintains and monitors files, follows-up on due dates, and performs other monitoring functions to ensure timely completion of work; may be responsible for maintaining a department's equipment inventory as well as a "check out", "check in" process.
6. May participate and assist in the administration of a department budget, prepare budget reports, track expenditures, and compile annual budget requests; works closely with the Comptroller's department preparing vouchers for payment using the County's claims database, as required; may perform payroll activities such as maintaining records of time worked, overtime, leaves, and absences; may receive and post payments, prepare deposits, and total accounts to ledgers or computer-based spreadsheets and databases.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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7. May order office supplies and equipment by preparing requisition and purchase orders, checking prices and extensions, and obtaining proper approvals; may be responsible for maintaining an accurate inventory of office and janitorial supplies; may place orders with the County Warehouse as required.
8. Operates a variety of office machines and equipment including personal computers, typewriters, adding machines, calculators, printers, paper shredders, postage machines, fax machines, copiers, binders, collators, and microfilm equipment, as needed; may be required to coordinate office machine/equipment maintenance, working with contracted service vendors.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and a minimum of two (2) years related experience and/or training. Prior computer experience, especially in word processing and spreadsheet applications required.

#### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before customers and/or employees of the County.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

#### OTHER KNOWLEDGE, SKILLS, & ABILITIES

Ability to multi-task and adjust priorities rapidly; knowledge of bookkeeping, file and record management; intermediate proficiency level utilizing Microsoft Office applications including Excel, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

### CERTIFICATES, LICENSES, REGISTRATIONS

Typing certificate with speed and accuracy at a rate of 45 words per minute.

### PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

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While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, and feel; talk and hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or carry up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### WORKING ENVIRONMENT

The noise level in the work environment is usually quiet.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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