



JOB DESCRIPTION

JOB TITLE: Office Assistant I

JOB CODE: 2820

DEPARTMENT: Varies

FLSA STATUS: Non-Exempt

REPORTS TO: Department Manager/Director

SUMMARY OF JOB PURPOSE

Responsible for performing a variety of entry-level clerical and routine administrative duties related to the function and department assigned.

ESSENTIAL FUNCTIONS

1. Assists the general public, customers, and/or County employees, on the telephone or in person, providing information on the department and assigned program policies and procedures; explains the proper use and completion of forms and documents; refers matters requiring policy interpretation to supervisor for resolution.
2. Performs a variety of clerical support duties including copying and assembling materials, collecting and distributing mail, assembling and binding reports, faxing documents, filing, typing, and data entry; may order office supplies.
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; maintains schedules of activities and location of staff members as required; maintains an awareness of clients in the work area, as required.
4. May prepare written correspondence and/or other written informational documents from rough draft, verbal or recorded instruction, or clear copy; edits materials for clarity, completeness, accuracy, consistency, and adherence to special format, policies, and procedures; may prepare meeting minutes and/or agendas; maintains confidentiality of client information in accordance with HIPPA and corresponding NRS regulations, as required.
5. May create and maintain spreadsheets, database information, and other various documents utilizing spreadsheet and/or database software.
6. Maintains and monitors files, follows-up on due dates, performs other monitoring functions to ensure timely completion of work.
7. Operates a variety of office machines and equipment including personal computers, typewriters, adding machines, calculators, data processing terminals, printers, copiers, binders, collators, two-way radios, and microfilm equipment as needed.

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.

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.



JOB DESCRIPTION

Office Assistant I

EDUCATION and/or EXPERIENCE

No minimum education or experience; must have the ability to understand and follow instructions and learn new skills.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos; write simple correspondence; effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

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 detailed but uninvolved written or oral instructions; deal with problems involving several concrete variables in standardized situations.

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.

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 move up to 25 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; some positions may encounter wildlife and extreme outside weather conditions.

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:** _____

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.