

# **LINN COUNTY CLASSIFICATION**

**TITLE: OFFICE ASSISTANT**

**NUMBER: 001**

**PAY RANGE: 02**

**CATEGORY: OPEU & MANAGEMENT/EXEMPT**

**APPROVAL ORDER**

**NUMBER: 2001-547**

**DATE: September 18, 2001**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs routine clerical duties of limited complexity in an office or department. Where work is more repetitive, there is an added degree of responsibility for finality of action.

SUPERVISION RECEIVED: Works under the supervision of a clerical or administrative employee of a higher classification. Works under closer supervision while learning more difficult tasks of position, but thereafter detailed instructions are received only on procedure changes, difficult tasks, or special projects. Work is reviewed in progress and upon completion for accuracy, quality, quantity, and conformance to office or department policies and procedures and pertinent laws and ordinances.

SUPERVISION EXERCISED: Supervision of employees is not a responsibility of positions in this classification, but an incumbent may assign duties and assist in training new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objective. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform basic clerical duties such as filing, addressing envelopes, filling out forms and vouchers, making tabulations and calculations.
2. Greet the public, answer phones and give and receive routine information in a professional and friendly manner.
3. Operate copier, FAX machine, and other office equipment as required.
4. Use computer to maintain records, retrieve information and prepare correspondence.
5. May pick up and deliver mail and supplies for County departments.
6. Develop and maintain effective, harmonious and reasonable work relationships with others.
7. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

8. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL, AND ABILITY: Basic knowledge of the clerical process involved in the operation of an office. Knowledge of English composition, spelling, and grammar as required by the office or department job announcement. Knowledge of basic arithmetic processes to include adding, subtracting, multiplying and dividing.

Ability to type at a speed and accuracy required by the office or department job announcement. Ability to learn assigned clerical tasks readily within a reasonable period and ability to adhere to prescribed office routines. Ability to learn the accurate operation of equipment such as calculators, copiers and computers, as required by the office or department job announcement. Ability to establish and maintain effective working relationships with other employees and the general public. Ability to understand and carry out oral and written instructions.

EXPERIENCE, EDUCATION AND TRAINING: One year of office or general work experience of a clerical nature, and graduation from a senior high school, or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.