

# CITY OF SCOTTS VALLEY

## CLASS SPECIFICATION

### OFFICE ASSISTANT

#### JOB PURPOSE

Under general supervision, perform a variety of office support functions related to the activities and operations of assigned City office to include typing, filing, scheduling, coordination of events/activities, receiving/helping office visitors, and other job duties as assigned.

#### EXAMPLES OF DUTIES

##### *Essential Duties:*

- ~ Involves working in an office environment. Involves operating a keyboard/computer, answering and making telephone calls, organizing paperwork, carrying equipment and public information literature, filing paperwork, using office equipment (staplers, hole punches, etc.). Involves working in an office during times of high pressure and/or confusion. Involves occasionally working outdoors. Involves being able to drive a vehicle for the purpose of assisting in making presentations at schools, residences, businesses, etc.
- ~ Receive information via telephone, in person or via radio; listen carefully and communicate effectively with co-workers and members of the public; take directions from several supervisors; assist personnel with the preparation and implementation of various programs.
- ~ Reading and writing – Read reports, memos, training material, related material, etc. Examples: Read and understand City rules, regulations and procedures.
- ~ Types a variety of documents/materials including letters, correspondence, memos, reports, proclamations, and/or public notices.
- ~ Maintains and updates a variety of records and files related to assigned office operations and activities.
- ~ Receives calls and visitors; provides public assistance and information; answers questions; refers caller to appropriate person as needed.
- ~ Receives, opens, sorts, and distributes incoming mail.
- ~ Performs special duties and assignments related to assigned office activities and operations making arrangements for trips, preparing mailings, assembling packets, registering program participants, assisting with programs, creating files and reports, and researching requested information.
- ~ Enters data into computer, prints reports, and verifies accuracy of data.
- ~ Operates a variety of equipment including typewriter, personal computers, printer, and transcription equipment.

##### *Marginal Duties:*

- ~ Performs a variety of general clerical duties in support of assigned office/program activities, operations, and staff.
- ~ Performs related duties similar to the above in scope and function as required.
- ~ Performs support functions such as receiving and recording fees; preparing balance sheets; and tracking payments.
- ~ Compile booklets, visual aids, and other related equipment. Assist in coordinating presentation dates, transport of supplies, and additional related duties as assigned.

**EMPLOYMENT STANDARDS:**

**Education, Experience and Licenses:**

Any combination equivalent to completion of high school; some clerical/office experience required; and possession of valid California driver's license.

Must be a citizen of the United States or a permanent resident alien who has applied for citizenship one year prior to application for employment, in accordance with Section 1031.5 of the Government Code.

Proof at time of application that candidate will be at least 18 years of age at time of employment.

**Ability to:**

Follow oral and written instructions and work independently; communicate courteously and effectively with public and co-workers; acquire knowledge quickly about City functions and procedures; use good judgment and tact; type at a rate of 50 words per minute; assist with various programs. execute word processing tasks and other various software programs; operate camera, P.A. system and other visual display equipment; organize office tasks; practice efficient time management.

**Knowledge of:**

Basic office and filing procedures; standard office equipment and proper English grammar, spelling, punctuation; computer application.

**APPROVED BY CITY COUNCIL: July 5, 2006**