

OFFICE ASSISTANT III

DEFINITION

Under general direction, to perform a variety of the more difficult and complex office assistance and receptionist assignments; to perform fiscal and financial recordkeeping; to type materials, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced, specialized level in the Office Assistant class series. Incumbents perform a broad range of complex office support assignments with considerable independence and initiative.

They are expected to be thoroughly familiar with the policies and procedures of the Department and/or program where assigned.

REPORTS TO

A wide variety of County supervisory or management positions, depending upon the Department or program area of assignment.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

OFFICE ASSISTANT III - 2

EXAMPLES OF DUTIES

- Serves as an office receptionist greeting office visitors and answering the telephone, providing information and referring calls and visitors to others.
- Takes and transmits messages.
- Receives monies and records payments.
- Performs a variety of financial and fiscal recordkeeping, including maintenance of summary account expenditures, accounts, receivable, and accounts payable records.
- Assists with the preparation and control of budgets.
- Receives and processes fees for services and classes.
- Receives, sorts, and distributes mail.
- Maintains inventories of informational material.
- Maintains work time, invoice, work order information, and a variety of office files and records.
- Records and logs invoices and claims.
- Prepares documents and publications.
- Establishes types and proofreads documents and materials.
- Tabulates data and verifies totals.
- May work on publications and special reports.
- May assist with child payment claims.
- May assist with public assistance records.
- May prepare and issue permits.
- Performs a wide variety of office and program support assignments.
- Performs special assignments and projects as delegated.
- May have responsibility for organizing the development and distribution of parent support and resource/referral information.
- Operates a computer, using word-processing, spreadsheet, and other software.
- Operates office equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; contact with staff and the public.

OFFICE ASSISTANT III - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Policies and procedures of the Department and unit where assigned.
- Thorough knowledge of specialized areas of office support where assigned.
- Modern office practices, methods, and procedures.
- Filing and information retrieval systems.
- Fiscal, account, and budget recordkeeping.
- Computers and software used in office and program support assignments.
- Operation and use of office equipment.
- Proper English usage, spelling, grammar, and punctuation.
- Basic mathematics.

Ability to:

- Perform a variety of specialized office assistance assignments with minimal guidance and supervision.
- Interpret and apply the policies and procedures of the office where assigned.
- Perform fiscal, account, and budget recordkeeping.
- Type at a rate of 40 words per minute from clear, legible copy.
- Operate a computer, using word-processing and other software as appropriate.
- Operate and use office equipment.
- Follow oral and written directions.
- Deal tactfully and courteously with other County staff and the public, providing information and responding to concerns about the Department and/or program where assigned.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of office assistance experience, performing assignments comparable to those of an Office Assistant II with Plumas County.

Special Requirements: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.