OFFICE ASSISTANT II

JOB DESCRIPTION

Classification Responsibilities: An Office Assistant II is an intermediate-level clerical class that has responsibility for average to difficult assignments requiring general clerical skills in a variety of work situations and limited interpretation of departmental rules, regulations, and procedures. Duties include: keying a variety of materials to produce correspondence, forms, contracts, project specifications, monthly statistical or activity logs, and other materials for publication or distribution; entering data into a personal computer (PC) to update stored materials and retrieve stored data for printout; and acting as a receptionist to provide information and answer questions from employees and the general public. Other responsibilities may include: proofreading, editing, and reproducing documents using copy equipment or other reproduction techniques; maintaining inventories and requisitioning office supplies; entering payroll information into a PC; coding and processing invoices for payment (IFPs), Limited Purchase Orders (LPOs), and petty cash vouchers; accepting payment of fees; assisting with the preparation of the monthly Payroll Journal Voucher; and maintaining and processing cash records. Taking, preparing, and distributing meeting notes and minutes. Employees must be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of assigned tasks. An Office Assistant II may check the work of other employees and assist with training new employees, but does not exercise regular supervision over others. This class performs related duties as required.

Distinguishing Features: This class can be distinguished from the Office Assistant I by the greater complexity of clerical, computer/keying, and accounting assignments, and the more comprehensive overall knowledge of clerical methods and procedures. The part-time and grant-funded classifications have been designated as non-classified, non-merit system, at-will positions. Employees may progress to this class by non-competitive promotion upon meeting the specific criteria-based promotion requirements of performance, education, and experience. This class may be supervised by a clerical/secretarial supervisor or other supervisory-level employees. Employees work under general supervision getting detailed instructions only when there are changes in procedures and on unusual or difficult matters. Certain assignments may require the ability to work evenings and weekends. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, or experience equivalent to graduation from high school or GED. Good (1 - 3 years) office clerical experience including typing/keying and receptionist work. The ability to operate a PC and use word processing software.

Special Requirements. Due to the requirement for access to all secured buildings, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa (by assignment).

Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph examination is required (Police Department Assignment).

Substance Abuse Testing. Due to the safety and/or security sensitive nature of the assignment, individuals in this classification shall be subject to pre-employment or pre-placement alcohol, drug, and/or controlled substance testing as outlined in City policy and procedures (Police Department Assignment).

Preferred/Desirable Qualification. Supplemental courses/training in computer software applications, business practices, business machines, or related subjects are desirable.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Meets and gives information to the public in order to clearly communicate departmental policies and procedures using reference materials or personal knowledge. Deals with the general public tactfully and courteously. Screens and directs calls to the appropriate personnel. Answers follow-up inquiries concerning records relating to assigned area. Compiles reports from unit records in order to summarize or document unit activities by using standard procedures for report preparation.

Manual/Physical: Operates a keyboard and uses word processing software and e-mail to produce support materials used for publication or distribution in a timely manner. Enters information into PC or other keyboard and maintains clerical records of department activities in order to provide documentation of work performed or information that can be easily retrieved. Proofreads initial copy, edits as necessary, and reproduces documents using copy equipment or other reproduction techniques. Operates common office equipment such as a PC, calculator, copier, facsimile machine, and shredder. Creates filing systems with a variety of subject matter in order to provide easy access to records. Sorts, indexes, and files material according to established procedures; purges filing systems of unnecessary information; and performs record searches when required. Sorts and disseminates mail to appropriate staff. Maintains inventories and requisitions office supplies. Compiles and records cost and other accounting data such as work order numbers and paycheck distributions in order to provide accurate financial records. Processes registrations. Meets scheduling and attendance requirements.

Mental: Comprehends and makes inferences from written materials. Makes arithmetical calculations with speed and accuracy. Performs routine arithmetic computations, posts information to records, and resolves any discrepancies. Compiles simple statistics for daily, monthly, and annual reports. Properly codes and processes IFPs, LPOs, and petty cash vouchers.

Knowledge/Skill/Abilities:

Knowledge of:

business English, grammar, spelling, and arithmetic; and
modern office practices, procedures, and equipment.

Skill in operating standard office equipment including PCs, calculators, copiers, facsimile machines, etc.
Ability to:

type/key at speed necessary for adequate job performance;
follow oral and written instructions, and established procedures;
learn and correctly interpret and apply the policies and procedures of the function to which assigned;
maintain complete and accurate records and files;
perform assigned tasks effectively;
schedule classes, receive monies and fees for supplies, equipment, programs, and facilities, prepare bank deposits, and operate two-way radio equipment (by assignment); and
establish and maintain effective working relationships with coworkers and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Add Grant-Funded, Part-Time, Non-Benefited Class 4/16

CS3330.DOCX	(Full-time)	PAY GRADE: 37
CS3331	(Part-time)	PAY GRADE: 37
CS3613	(Grant-funded)	PAY GRADE: 37
CS3704	(Part-Time, Non-Benefited)	PAY GRADE: 37
CS3700	(Grant-funded, Part-Time, Non-Benefit)	PAY GRADE: 37
EEO-A/S		IND-8810
JOB FCTN-OFF		SWORN-No
INCREMENTS 62-200		