

OFFICE TRAINEE

JOB DESCRIPTION

Classification Responsibilities: An Office Trainee learns to perform a variety of routine clerical work of limited complexity, which follows well-established procedures to qualify for an entry-level clerical position. Duties involve clerical tasks that can be readily learned by on-the-job training, and which require limited to no judgment in their execution. Under direct supervision, responsibilities may include: acting as a receptionist, providing a variety of information to the general public either face-to-face or over a telephone; assisting with compiling information and preparing routine or standardized reports, letters, and memos; assisting with entering data or information into a personal computer (PC) in order to maintain and update records; and reproducing documents/materials on copy equipment. Other duties may include: preparing file folders for records systems; sorting and filing material alphabetically, numerically, and/or by other predetermined categories and retrieving filed material; sorting and distributing mail to staff; collating materials; and running errands. 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. This class performs related duties as required.

Distinguishing Features: This class is supervised by a clerical/secretarial supervisor. Employees in this class learn to perform routine clerical assignments under close supervision. Certain assignments will require the ability to work evenings and weekends. This class is distinguished from the Office Assistant I class by the performance of work that is routine in nature and by the close supervision under which work is performed. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to graduation from high school or GED.

Special Requirement(s). For this position, 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 assignments*).

Substance Abuse Testing. None. (*Due to the safety and/or security sensitive nature of the assignment, individuals in this classification assigned to the Police Department shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures*).

Preferred/Desirable Qualification(s). Experience operating a PC, and the ability to enter data is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, vendors, contractors, and other City employees. May assist with answering phones and routing calls to appropriate personnel. Prepares routine written correspondence and reports.

Manual/Physical: Operates a variety of standard office equipment (i.e., PC, copy equipment, calculator, microfilm equipment, scanner, etc.). Keys various forms and reports from a clear copy or rough draft. Purges files of unnecessary materials. Folds, stuffs, and sorts requests, confirmations, notices, and form letters. Processes material for mailing. Opens, sorts, and distributes incoming mail. Takes inventory of supplies. Receives new materials and supplies and checks them against the invoice order. Meets attendance and scheduling requirements.

Mental: Comprehends and makes inferences from written material. Proofread typed copies. File materials numerically, alphabetically, or by some other predetermined classification. Learns job-related material through on-the-job training and in classroom settings.

Knowledge/Skill/Abilities:

Knowledge of general office practices and procedures.

Skill in operating standard office equipment including PCs, other keyboard devices, copiers, facsimile machines (faxes), and microfilming equipment (by assignment).

Ability to:

understand and follow verbal and written instructions;

enter data or information into a terminal, PC, or other keyboard device;

perform simple arithmetic computations (i.e., addition, subtraction, multiplication, division, and percentages);

readily learn assigned tasks; and

maintain and establish effective working relationships with other employees, volunteers, 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 8/15

TO/pg

CS3002.DOCX (Full-time)

PAY GRADE: 31

CS2502 (Part-time)

PAY GRADE: 31

EEO-AS

NDOT SAFET-No

SECURITY-Yes (Police Department Assignment)

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8810

JOB FCTN-OFF

SWORN-No

INCREMENTS 62-200