

OFFICE ASSISTANT I

JOB DESCRIPTION

Classification Responsibilities: An Office Assistant I performs a variety of routine clerical work of limited complexity, which follows well-established procedures. Duties involve clerical tasks which can be readily learned by on-the-job training, and which require limited judgment in their execution. Responsibilities may include: acting as a receptionist, providing a variety of information to the general public either face-to-face or over a telephone; compiling information and preparing routine or standardized reports, letters, and memos; 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. Certain assignments may involve more specialized knowledge or experience including: understanding and interpreting City plans and maps to provide information to citizens and other City departments; preparing, filming, and jacketing documents, and inspecting processed microfilm for quality; accepting entrance fees for events or programs; registering students for City-sponsored classes; managing library materials for a unit; and assisting with set up for special events. 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. As employees in this class become more familiar with the duties performed some independent judgment may be exercised. As incumbents gain experience and acquire a better knowledge of procedures, assignments may become increasingly difficult. An Office Assistant I may check the work of others for accuracy and may assist in the training of others, but does not exercise regular supervision over others. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position (*Office Assistant I - Grant-funded Assignment*). This class is supervised by a clerical/secretarial supervisor. Work involving varied tasks is normally given closer supervision than tasks that are repetitive. Advice is given to employees on unusual work problems and work is usually reviewed or checked upon completion. Certain assignments will require the ability to work evenings and weekends. Progression from an Office Assistant I to an Office Assistant II may be achieved through a noncompetitive, criteria-based promotional process. The employee must be employed a minimum of one year as an Office Assistant I; meet work, education, and experience standards; and demonstrate the level of competency necessary to independently perform the duties and responsibilities typically assigned to an Office Assistant II. 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, and experience equivalent to graduation from high school or GED. Some (6 months - 1 year) experience performing general clerical duties.

Special Requirements. 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 Assignment*). Must possess a valid Arizona Driver's License by hire date (*by 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. Experience operating a PC and the ability to enter data is desirable (*by assignment*).

ESSENTIAL FUNCTIONS (*common to all assignments*)

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 (example: PC, copy equipment, calculator, microfilm equipment, scanner, etc.). Keys various forms and reports from a clear copy or rough draft. Purges file system 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. Drives to emergency incidents or other events to photograph (*by assignment*).

Engineering Assignment: Rolls sets of plans weighing up to 25 pounds and attaches distribution tags. Files various documents including archived drawings in cardboard suitcases that average 20 to 30 pounds. Pushes a utility cart to collect and deliver mail weighing up to 100 pounds.

Mental: Comprehends and makes inferences from written material. Proofreads typed copies. Files 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 (example: 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 6/18

CT/js/aa

CS3216.DOCX (Full-Time)

PAY GRADE: 34

CS3217 (Part-Time)

PAY GRADE: 34

CS3301 (Grant-Funded)

PAY GRADE: 34

CS3403 (Part-Time, Non-Benefited)

PAY GRADE: 34

CS3442 (Part-Time, Non-Benefited, Grant-Funded) PAY GRADE: 34

EEO-A/S

IND-8810

JOB FCTN-OFF

SWORN-No

INCREMENTS 65-200