

**OFFICE ASSISTANT II**

**DEFINITION**

Performs a variety of general office and clerical work requiring the ability to interpret and apply procedures and policies to assigned routines.

**DISTINGUISHING CHARACTERISTICS**

A Office Assistant II performs a wide variety of journey-level general clerical duties within a framework of established procedures. The work of this class requires a knowledge of clerical systems and procedures, and the ability to choose among a limited number of alternatives in solving routine problems.

A Office Assistant III assumes functional responsibility for a general administrative and clerical activity. The work of this class requires the exercise of independent judgment in the interpretation and application of rules, procedures, policies, and precedents.

A Office Assistant I performs entry-level repetitive general clerical work within established procedures. While a variety of tasks may be assigned, each step usually fits a pattern and changes in procedures or exceptions are explained in detail as they arise.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is received by a classified or academic manager.

May provide work direction to student workers.

**EXAMPLES OF DUTIES**

Performs a wide variety of clerical work including proofreading, light typing, filing, checking and recording information on records; sorts, codes, and files correspondence, vouchers, forms, documents, and other materials numerically, alphabetically or by other predetermined classification.

Checks records and papers for clerical and arithmetic accuracy, completeness, and compliance with established standards and procedures.

Acts as a desk assistant or receptionist, accepts applications for a variety of school services; answers the telephone and waits on the general public, giving information as required.

Maintains sections of a central records system; enters or extracts information on or from records.

Types a various data on vouchers, cards, and other forms; addresses envelopes, operates a duplicating or photocopying machine.

Maintains simple statistical records.

Orders, receives, stores, issues and delivers supplies, books, materials, and equipment.

Operates a personal computer, typewriter, and other office equipment.

Provides work direction and training to student workers.

### **EXAMPLES OF DUTIES (continued)**

Verifies time sheets for student workers.

Performs related work as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

English usage, spelling, grammar, and punctuation.

Modern office methods and equipment.

#### **Ability to:**

Perform varied clerical work involving independent judgment and accuracy.

Spell correctly, use appropriate English and make arithmetical computations.

Operate a computer and standard software programs.

Learn to interpret rules, regulations, laws, and procedures.

Understand and carry out oral and written directions.

Train and provide work direction to others.

### **EMPLOYMENT STANDARDS**

#### **Minimum Qualifications:**

Graduation from High School or equivalent.

One year of clerical experience.