

OFFICE ASSISTANT III

DEFINITION

Performs a variety of complex clerical and administrative work requiring specialized knowledge and involving frequent and responsible contacts.

DISTINGUISHING CHARACTERISTICS

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 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.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by a classified or academic manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Plans, schedules and performs a variety of complex clerical and administrative work related to the specialized function to which assigned.

Conducts transactions with school personnel or the public in matters requiring a detailed knowledge of rules, procedures, policies, precedents and activities.

Supplies information involving facts and interpretations.

Prepares documents based on data obtained from records and other sources and processes them in accordance with prescribed procedures.

Compiles information for reports and transactions and assists in the consolidation and presentation of data.

Maintains system of files and records; establishes and maintains systems to insure accountability and controls.

Composes correspondence and prepares reports independently or from oral instructions.

Operates a personal computer and various office machines; may do incidental typing.

Investigates general clerical procedures and develops recommendations regarding such areas as forms and reports, schedules, filing systems, flow of information, etc.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related work as required.

QUALIFICATIONS

Knowledge of:

Office practices, supplies and equipment.

English usage, spelling, grammar, and punctuation.

Appropriate laws, rules, and regulations.

Ability to:

Performs clerical and administrative work involving independent judgment, accuracy and speed.

Spell correctly, use appropriate English and make arithmetical computations.

Operate a computer and standard software programs.

Understand and carry out oral and written directions.

Plan, lay out and conduct clerical operations involving transactions requiring effective accountability and accurate controls.

Learn, interpret, and communicate effectively rules, regulations, policies and procedures.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Graduation from High School or equivalent and college-level coursework in business, computer science or a related field.

Two years of increasingly responsible clerical experience, including operation of a personal computer.