



JOB DESCRIPTION: OFFICE ASSISTANT

BASIC FUNCTION

To perform a wide variety of typing and clerical duties under the immediate supervision of the Executive Assistant; perform related work as required for the specific Department as assigned.

REPRESENTATIVE DUTIES

Responsibilities may include, but are not limited to, the following:

- Perform clerical work in various topical areas including typing, proofreading, filing, billing, as well as checking and recording information on records.
- Serve as receptionist directing calls to the appropriate departments.
- Assist the general public, giving information including statistical data as requested.
- Operate Windows 365, FAX, copier-collator, and other office equipment.
- Knowledge of video teleconferencing units and maintenance of procedures manual and calendar for its use.
- Input and maintenance of employee time sheets and generation of employee summaries associated with the information.
- Maintenance of postage machine and courier use and accounting.
- Mailing of legal documents for signatures as well as maintaining adequate records of the outgoing and incoming documents and following up to assure their timely return.
- Assist the various departments in conference registration and calls to member jurisdictions for attendance at various meetings.
- Receive, sort and distribute incoming and outgoing mail.
- Prepare bank reconciliations; Receive and record incoming checks; Cross-training on finance accounting duties and serving as backup to program assistants when needed.

MINIMUM QUALIFICATIONS

- Equivalent to or completion of high school (twelfth grade), supplemented by clerical and bookkeeping experiences.
- Have a good knowledge of office methods, the ability to use computers and related equipment.
- Have ability to perform routine clerical work and receptionist duties in an efficient and courteous manner.
- Have ability to learn rules and policies and understand and carry out oral and written directions working cooperatively with others.
- Ability to speak Spanish is desirable

PHYSICAL CONDITION

Essential and marginal functions may require maintaining physical condition for sitting or standing for prolonged periods of time.

LICENSES AND CERTIFICATES

Valid California Driver's License, Class C.

CLASSIFICATION

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