



## **JOB DESCRIPTION: OFFICE ASSISTANT**

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### **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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