

OFFICE ASSISTANT II

(Range 107)

DEFINITION

Performs a variety of clerical tasks in support of the assigned department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Generates correspondence, memos, and other relevant materials appropriate to assigned department.
2. Performs receptionist duties for assigned department and other departments, ascertaining the nature of the call and personally assisting the caller or directing the caller to the appropriate department or individual.
3. Performs a variety of essential and complex record keeping duties.
4. Maintains or assists with the maintenance of the departments filing system.
5. Interacts extensively in person and over the telephone with district-wide staff and management, outside agencies, vendors, and the general public.
6. Performs data entry in the maintenance of department records.
7. Assists or performs various processing tasks required of the department.
8. Provides administrative information pertaining to the assigned department.
9. Operates office equipment, including, but not limited to: typewriter, adding machine, copy machine, telephone, facsimile machine, and postage machine.
10. Utilizes personal computer and e-mail.
11. Operates Library District vehicles.

Marginal Functions:

1. Performs related duties and responsibilities as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

1. Basic modern office methods and procedures.
2. Record keeping and filing principles and methods.
3. Library District, Branch, and Department policies and procedures.

OFFICE ASSISTANT II
PAGE 2

4. Library District terminology and functions.
5. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Type at a speed necessary to perform the essential functions.
2. Maintain clerical records.
3. Accept and manage change and maintain flexibility.
4. Work quickly and accurately.
5. Work both independently and as part of a team.
6. Maintain effective working relationships with those contacted during the course of work.
7. Understand and follow oral and written instructions.
8. Communicate clearly and concisely, both orally and in writing.
9. Serve the general public with patience, tact, and integrity.
10. Maintain the mental capacity for effective interaction and communication with others.
11. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
12. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. Use of personal computers and associated software.

OFFICE ASSISTANT II
PAGE 3

2. Use of general office equipment.

MINIMUM QUALIFICATIONS

Training and Experience:

High school diploma or GED equivalency required; one (1) year general clerical or secretarial experience required; proficiency in Windows and word processing required; typing skills required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

Physical requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds); occasional moderate lifting (12-20 pounds); bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; and utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require visual perception, audio perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

License, Certificate, or Special Requirements:

Possess, or have the ability to obtain, valid Nevada Driver's License at the time of hire.

FLSA: **NON-EXEMPT**

CBA: **NON-SUPERVISOR**

DEVELOPED: **JULY 1, 1995**

REVISED: **MARCH 18, 1998**
JUNE 16, 1998