

**OFFICE ASSISTANT
602**

DEPARTMENT: County Attorney

NATURE OF WORK:

Performs responsible clerical work which is highly procedural in nature.

Work involves performing varied tasks in which a set sequence of guidelines is applied to the processing of data, forms, and records and/or the typing of such material. Work is performed under the general supervision of the Administrative Secretary and is reviewed through observation and results obtained.

ESSENTIAL JOB FUNCTIONS:

Types memorandums and correspondence of a legal nature from written drafts.

Types letters, reports, documents and a variety of material using a typewriter or word processing equipment; includes formatting, data collection, computation, tabulation, and paste up of moderate difficulty.

Performs data entry of a variety of information to set up, update, and maintain automated files.

Sets up and maintains manual filing systems.

Serves as receptionist; provides directions and information to citizens and/or employees.

Logs in, copies, distributes and/or faxes various documents.

Copies and distributes ordinances.

Prepares requests for payment and requisitions; maintains inventory of office supplies.

Issues permits and licenses; collect fees; records transactions.

ADDITIONAL JOB FUNCTIONS:

Opens, sorts, and distributes mail; keeps and maintains calendars; schedules meetings; and makes travel arrangements as necessary.

Answer phones; takes messages or routes calls to appropriate personnel.

File and tracks House and Senate bills when the General Assembly is in session.

Audits invoices before payment for correct coding and accuracy.

Delivers correspondence and mail to other offices and locations, as needed (at Government Center).

Delivers fees collected to Treasurer's Office.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work conditions or practices to supervisor.

Performs other related work as required.

JOB LOCATIONS AND EQUIPMENT OPERATED:

Duties performed in an office setting. Operates office equipment including computer, fax machine, telephone, calculator, typewriter, keyboard, copy machine, etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to follow verbal and written instructions.

Ability to operate office equipment, word processing equipment, and microcomputers.

Ability to make mathematical computations.

Ability to work under pressure and to meet deadlines.

Ability to maintain moderately complex records and ensure their confidentiality.

Ability to establish and maintain effective working relationships with employees and the public.

Ability to perform a variety of clerical work requiring exercise of judgement and organizational skills.

Ability to prepare reports and proofread materials for completeness and accuracy.

Ability to interpret and communicate the policies, procedures, and services of the unit.

Ability to independently apply and carry out policies and procedures within assigned areas of responsibility.

Considerable knowledge of standard office practices and procedures.

Considerable knowledge of business English, grammar, and arithmetic.

Considerable knowledge of WordPerfect 6.1, Windows, etc.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, and experience in general clerical work, preferably in a legal environment; or any equivalent combination of education, training, and experience providing the knowledge, skills, and abilities cited above.