

**SENIOR OFFICE ASSISTANT  
603**

**DEPARTMENT:** Community Services/Housing and Community Development

**NATURE OF WORK:**

Performs responsible clerical work for the Office of Housing and Community Development. Duties include carrying out varied and complex data entry and recordkeeping operations. Duties are performed under the general supervision of the Housing and Community Development Administrator.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Answers telephone and greets visitors to the office; directs inquiries to the proper source and answers questions within context of policies and procedures.

Maintains data and prepares reports using a variety of software applications including WordPerfect, spreadsheets, and data bases.

Prepares and sends correspondence and form letters on general matters where instructions are explicit and precedence is followed.

Processes reports, forms, payments, billings, or other similar material; examines for accuracy and completeness; notes discrepancies; and consults with supervisor or other employees, as appropriate.

Interprets and applies established policies standards, and procedures where clear and precedents have been established.

Receives and distributes mail; schedules appointments and meetings; makes travel arrangements when needed.

**ADDITIONAL EXAMPLES OF WORK PERFORMED:**

Drives County vehicles to other facilities to attend meetings, make pickups or deliveries.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed in an office setting. Operates general office equipment including telephone, computer keyboard, typewriter, calculator, and copy machine.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of data entry, computer software, and related equipment.

Considerable knowledge of standard office practices and procedures, equipment, and clerical techniques.

Considerable knowledge of grammar, punctuation, spelling, and arithmetic.

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

Ability to make mathematical calculations and perform financial recordkeeping.

Ability to operate general office equipment, work processing equipment, and microcomputers as required to accomplish the work assigned.

Ability to independently apply and carry out policies and procedures with assigned area of responsibility.

Ability to follow verbal and written instructions.

Ability to maintain moderately complex records and ensure their accuracy.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent and considerable clerical experience which shall have included interaction with the public, data entry and cash management; or any equivalent combination of education and experience providing the required knowledge, skills and abilities.