

CITY OF GLENDALE

TITLE:	Office Assistant	CLASS CODE:	111
REPORTS TO:	Various	GRADE:	13
DEPARTMENT:	Various	FLSA:	N

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Performs office support involving data entry, filing, typing, mail, and office machine operation.

ESSENTIAL FUNCTIONS:

1. Types forms, cards, lists and limited correspondence and form letters using a typewriter or word processor; performs data entry and assigns codes and records numbers.
2. Files and retrieves materials using established filing system; sorts and indexes materials for filing or distribution.
3. Copies materials using a photocopy machine; sorts, compiles, staples and bundles materials.
4. Receives, picks up, sorts and delivers mail, stuffs envelopes, addresses envelopes and prepares mailings.
5. Maintains accurate and up-to-date sources of information.
6. Proofs typewritten work and checks forms and materials for accuracy and completeness.
7. Checks motor pool vehicles in and out following established procedures.
8. Keeps an office supply and materials inventory; places orders and follows up with vendors as necessary.
9. Completes claim forms, stores orders and purchase orders, maintains time records and prepares payroll register for a small organization.
10. Processes forms and registrations and maintains records.
11. May operate a car to pick up and deliver materials, mail or supplies.

SECONDARY FUNCTIONS:

12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Modern office practices and procedures.
Fundamental grammar, spelling, and punctuation.
Knowledge of filing systems.

Skills in:

Typing and modern office machine operation.

Ability to:

Communicate effectively.
Follow specific oral and written instructions and established procedures.
Perform basic arithmetic calculations.
Maintain complete and accurate records and files.

WORKING CONDITIONS:

Office setting.

MINIMUM QUALIFICATIONS:

High school education including or supplemented by course work in typing or office procedures and one year of office experience.
Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Some positions require possession of a valid Arizona driver's license.
Some positions are required to work shifts, weekends and holidays.