

CONFIDENTIAL OFFICE ASSISTANT

DEFINITION

To perform a variety of confidential clerical duties in support of the Board of Supervisors Office or to the County Counsel Office or to the Personnel Office; to provide word processing and data entry support; and to provide information and assistance to the public regarding departmental policies and procedures.

DISTINGUISHING CHARACTERISTICS

This is a journey level confidential, and is distinguished from Office Assistant I/II/III series by the performance of the most complex range of duties assigned, including the preparation and maintenance of a wide variety of complex documents which include confidential labor relations information.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level administrative, supervisory or management staff; may exercise functional and technical supervision over lower-level office staff. This classification is authorized for allocation only to the Board of Supervisors Office or to the County Counsel Office or to the Personnel Office.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Answers the telephone; provides information and assistance to callers or routes calls to appropriate staff person; takes messages as necessary. Greets and assists office visitors.

Types, proofreads, processes, copies, files, transmits, distributes and/or mails a variety of routine documents, including correspondence, agendas, minutes, reports, forms, logs, etc.

May take and transcribe dictation.

Performs a variety of manual and automated record-keeping duties.

Enters a variety of departmental data into computer; retrieves data as necessary; operates printer and other peripheral equipment as needed.

Schedules appointments, meetings, etc., for supervisors as required.

Compiles information and data as requested for use in reports and management decision-making.

Performs routine clerical work as required, which may include copying and filing documents, indexing, processing daily in-coming and out-going mail, faxing information, assembling materials, etc.

May perform basic bookkeeping work as assigned, which may include processing invoices, collecting and receipting various fees and payments, preparing routine billings, preparing cash statements, preparing deposits, maintaining ledgers, maintaining petty cash fund, etc.

May assign, review and/or coordinate the work of lower-level Office Assistants and/or volunteers as assigned; may assist in training new personnel.

May coordinate and/or assist with various special projects as assigned.

Operates various office equipment, which may include a computer, printer, typewriter, calculator/adding machine, copier, fax machine, postage machine, two-way radio, telephone, etc.

Maintains neat and orderly office environment.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Modern office procedures, methods and technology, including computers.

Basic bookkeeping practices.

Basic arithmetic.

English usage, spelling, grammar and punctuation.

Principles and practices of filing and record-keeping.

Ability to:

Learn, understand and correctly interpret policies and procedures of the department to which assigned.

Understand and follow oral and written instructions.

Performs general clerical work with efficiency.

Maintain a variety of records and files.

Type, enter computer data and/or transcribe accurately and at speeds necessary for successful job performance.

Operate standard office machinery.

Perform simple mathematical calculations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain confidentiality as required.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience as an Office Assistant II in Glenn County; or two years of increasingly responsible clerical experience including public contact.

Training:

Equivalent to the completion of the twelfth grade.

Classification Code:	7431001
Bargaining Unit:	07
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"