

JOB DESCRIPTION  
September 2016

Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603

### **OFFICE ASSISTANT I, II & III**

#### **General Purpose:**

An Office Assistant I, II & III is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Office Assistant performs a variety of general office assistance assignments.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Performs a wide variety of office assistance work including typing, proofreading, filing, and answering the telephone.
- Assists staff, students, or the general public, providing information or referring the person to others.
- Types letters, memoranda, or other material from oral dictation, rough draft, copy or notes.
- Collects and accounts for money.
- Sorts and files documents and records.
- Maintains alphabetical, index, and cross reference files.
- Performs calculations.
- Maintains orders and issues office supplies.
- Receives, sorts and distributes materials or correspondence.
- Operates office equipment including a computer terminal.
- Initiates purchase orders, places orders and receives equipment and supplies.
- Assists with tracking and identifying fixed assets and inventory items.

#### **Minimum Qualifications:**

##### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

##### **Education:**

- High school diploma or equivalent.

##### **Experience:**

###### **Office Assistant I:**

- Experience in an office environment is preferred.

###### **Office Assistant II:**

- One (1) year of responsible office assistant work experience comparable to an Office Assistant I with Placer County Office of Education (PCOE).

###### **Office Assistant III:**

- Three (3) years of proven increasingly responsible office assistant work experience comparable to an Office Assistant II with PCOE.

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### Knowledge, Skills and Abilities:

#### Office Assistant I:

- Knowledge of proper English usage, spelling, grammar, and punctuation.
- Knowledge of basis mathematics.
- Ability to learn to perform a variety of office assistance assignments.
- Ability to learn and apply the policies and procedures of the office where assigned.
- Ability to type at a rate of 40 net words per minute from clear, legible copy.
- Ability to follow oral and written instructions.
- Ability to establish and maintain cooperative working relationships.
- Ability to perform a variety of typing and general office assistance.

#### Office Assistant II & III:

In addition to the above:

- Knowledge of modern office methods, practices, and procedures.
- Knowledge of policies and procedures of the school or office where assigned.
- Knowledge of receptionist and telephone techniques.
- Knowledge of filing methods and record keeping systems.
- Ability to perform a variety of office assistance assignments without close supervision.
- Ability to compile information and prepare accurate reports.
- Ability to apply the policies and procedures of the office where assigned.
- Ability to type at a rate of 45 net words per minute from clear, legible copy.
- Ability to deal tactfully and courteously with a variety of people.

### Required Testing:

- Applicants may be tested on skills applicable to position.

### Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a typing certificate issued within the last two years: Office Assistant I: 40 net wpm; Office Assistant II & III: 45 net wpm

### Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

### Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

### Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.

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- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** Office Assistant I: 17.5  
Office Assistant II: 19.5  
Office Assistant III: 21.5

Reviewed and Approved:

Supervisor: 

Date: 9/22/16

Human Resources: 

Date: 9/22/16