

## JUNIOR OFFICE ASSISTANT (TYPIST)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class performs a variety of clerical and typing tasks that may include utilizing automated office systems to provide clerical/office support for an assigned unit. Tasks typically involve typing and/or word processing with attention to correct spelling, capitalization, punctuation, format, and correct grammatical usage in producing finished copy. Responsibilities also involves maintaining office records and files; providing information to the public or to visitors regarding office services either at a reception desk or over the phone; answering telephones and taking messages; preparing or processing forms related to office activities; and other related clerical tasks. This level differs from the Office Assistant (Typist) in that the tasks performed are routine, requiring entry level skills, whereas the Office Assistant requires advanced level skills and experience, and functions more independently in carrying out more complex assignments. Supervision is not a responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Types various documents such as correspondence, reports, records, tables, charts, forms, etc., using a typewriter or word processor;

Maintains an automated office record system by entering and retrieving data on a computer;

Performs routine clerical tasks such as filing, sorting and routing materials, answering telephones, etc.;

Participates in the compilation of information from files or other sources as directed for the preparation of reports, charts, etc.;

Opens, sorts and routes incoming correspondence, and prepares outgoing mail and materials;

Proofreads documents in order to identify grammatical, spelling or typographical errors and makes necessary corrections;

May arrange appointments and maintain appointment schedules for office staff; Receives clients and visitors, ascertain their business and directs them to appropriate staff member or office;

May prepare requisitions to reorder needed supplies and equipment, as directed;

May hand deliver special mailings, as directed;

Maintains detailed records and files in alphabetic, numeric or chronological order;

EXAMPLES OF WORK: (Continued)

Operates simple office machines such as adding machines, duplicating machines, dictating equipment, postage meters, etc.;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Assists other clerical workers in the office as directed by the supervisor.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of proper grammatical usage, punctuation and spelling; familiarity with office terminology, procedures and equipment; ability to manipulate a standard alphanumeric keyboard at a minimum of 35 words per minute; ability to identify and correct spelling errors; ability to follow oral and written instructions; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; accuracy; courteous manner; tact; good judgment; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma.