

## JUNIOR OFFICE ASSISTANT - COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this position performs general clerical and word processing or typing work in the Office of the County Executive. This class differs from Office Assistant in that the Office Assistant position requires a greater level of independent action and performs tasks of a more complex level. Supervision is not a responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

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

Prepares correspondence, reports, documents, records, tables and other materials as directed, using a typewriter and/or word processing equipment;

Assists in the compilation of information from files or other indicated sources for the preparation of reports, charts, etc.;

Opens, sorts and routes incoming correspondence;

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

Operates a variety of office machines such as word processing equipment, adding machines, duplicating machines, etc.;

Receives visitors, ascertain their business and directs them to appropriate staff member or office;

Arranges for and schedules appointments for conferences and meetings and handles the details of setting them up;

May use other computer applications or automated systems such as spreadsheets, calendar, e-mail or database software in performing work assignments.

Delivers important correspondence as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of proper grammatical usage, punctuation and spelling; familiarity with office terminology, procedures and equipment; ability to use computer applications such as word processing, spreadsheets, e-mail, calendar, or database software; ability to identify and correct spelling errors; ability to follow oral and written instructions; ability to get along well with others; 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.

West. Co.  
J. C.: Competitive  
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Job Class Code: C1473  
Job Group: IV