

## OFFICE ASSISTANT - BOARD OF LEGISLATORS

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class performs a wide variety of tasks providing clerical and office support using a typewriter or word processing equipment. This position requires a full range of skills in the operation of a typewriter or word processing equipment, maximizing equipment capability in compiling statistical information for various reports, setting up and maintaining records and filing systems, and compiling information for management needs. A high degree of initiative and independent action is required to ensure the timely and accurate processing of the workflow. Work involves the use of discretion and judgment in working with confidential and highly sensitive issues for members of the Board of Legislators. Supervision may be exercised over subordinate clerical staff as assigned. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Types routine and confidential material using a standard typewriter keyboard, or enters data into automated word processing equipment in order to produce correspondence, documents, forms, reports, records, statistical information, and other information as directed by a member of the Board of Legislators;

Maintains accurate and complete records and files;

Assembles information on a regular basis for preparation of periodic reports;

Provides general administrative support services to enhance the operation of the office of the Board of Legislators;

Opens, screens, and routes constituent mail addressed to members of the Board;

Proofreads all typing work;

Answers telephone calls and either independently handles requests for routine information or routes calls to appropriate member of the Board;

Prepares requisitions and maintains adequate office supplies;

Operates a wide variety of office machines including typewriters, adding machines, duplicating machines, dictating machines, word processing equipment, etc.;

Performs routine maintenance tasks on office equipment such as changing typewriter ribbons, adding paper to the duplicating machine, etc.;

May supervise the work of lower level clerical staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office procedures, practices, and equipment; good knowledge of business English; ability to operate a standard alphanumeric keyboard at no less than 35 words per minute; ability to deal with the public; ability to follow verbal and written instructions; ability to proofread copy, with emphasis on identifying and correcting grammatical and spelling errors; ability to get along well with others; discretion; tact; courtesy; patience; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: A high school diploma and either (a) three years of clerical experience involving typing and the maintenance of records; or (b) completion of a word processing or secretarial course at an approved business school or college and two years experience as stated above in (a); or (c) an equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).