

OFFICE ASSISTANT - COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, provides general clerical assistance in the Office of the County Executive. The position may involve tasks of a confidential nature for the County Executive or his assistants. The work requires considerable discretion and involves frequent contact with the public and public officials. Supervision may be exercised over lower level clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Compiles information from files or from other indicated sources for the preparation of conference and speech material;

Answers telephone calls and receives visitors from the press, official agencies, and the public;

Types important and confidential correspondence and reports, using either a typewriter or word processing equipment;

Edits, types and proofreads releases and reports;

Maintains detailed files and records;

Opens and distributes mail;

Assists in the preparation of conference reports, news items, calendars of County activities, etc., including typing;

Arranges meetings and conferences, and maintains appointment schedules for members of the County Executive's staff;

Performs related office tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office procedures, practices and equipment; good knowledge of business English; ability to operate a typewriter 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.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school course and either (a) 3 years of clerical experience involving the maintenance of records and typing; or (b) completion of a word processing or secretarial course at an approved business school or college and 2 years of experience as stated in (a); or (c) satisfactory completion of 30 credits at a college or university* may be substituted for each year of the required experience to a maximum of two years; or (d) an equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

West. Co.
J. C.: Competitive
EW

Job Class Code: C0739
Job Group: VI

