JOB DESCRIPTION

TITLE: OFFICE ASSISTANT/DATA ENTRY OPERATOR I

SECTION: SERVICE ADMINISTRATION  REPORTING LOCATION: Palm Desert

DEPARTMENT: SERVICE  SRN:  14

REPORTING RELATIONSHIP:

Reports to: Director of Service

Supervises the following positions: Not applicable

DEFINITION: Under direct supervision, performs varied and routine word processing duties; data entry, answers and directs phone calls; greets customers; and related work as required. The person in this position will be required to report to the Palm Desert location.

ESSENTIAL FUNCTIONS:

1. Accurately types letters, reports, forms, lists, schedules, financial and statistical data from rough drafts, notes or verbal instruction.
2. Photocopies information and transmits facsimiles for District personnel.
3. Scan and index daily inspection reports into SunGard and FileNet
4. Assists with the maintenance of a variety of records.
5. Sorts, date stamps, and distributes, incoming and outgoing mail.
6. Answers and routes incoming calls to appropriate District staff. Provides information to customer inquiries.
7. Performs various data entry work, including entry into SunGard system.
8. Maintains and orders supplies.
9. Check in all visitors and issues visitor badges. Ensures visitors are checked out and badges are returned before they leave the premises.
10. Assists all Service Departments as necessary.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.
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Experience: One year of office related experience preferred, or any combination of training and experience that would likely provide the required knowledge and abilities would be qualifying.

MINIMUM QUALIFICATIONS (Cont.):

Knowledge of:
- Correct English usage, spelling, grammar, and punctuation.
- Modern office practices and procedures.
- Office machines and their operation, including typewriters, photocopy, scanner, fax, and computer work station.
- Word, Excel

Abilities:
- Perform word processing duties involving use of independent judgment and requiring accuracy and speed.
- Learn, interpret, and apply procedures and policies.
- Type at a speed of at least 50 words a minute from copy.
- Follow oral and written directions.
- Attention to detail in work, ability to spot errors and make corrections.
- Deal tactfully and courteously with customers.
- Establish and maintain cooperative working relations with those contacted in the course of work.
- Operate a computer work station.
- Operate a variety of photocopying equipment.
- Ability to prioritize daily workload

Education: High school diploma or equivalent. Any office related courses would be helpful.

PHYSICAL REQUIREMENTS:

Driving: None.

Sit for prolonged periods of time operating a computer workstation.

Kneeling, Stooping (filing), carry boxes under 10 pounds.

See Human Resources for physical assessment form.