JOB DESCRIPTION

TITLE: OFFICE ASSISTANT II

SECTION: SERVICE/COMMUNICATIONS AND CONSERVATION DEPARTMENT

REPORTING LOCATION: PALM DESERT  SRN: 18

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. Assist all Service Departments as necessary
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MINIMUM QUALIFICATIONS:

License and Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

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.

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

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

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

PHYSICAL REQUIREMENTS:

1. Driving: None

2. Sits for prolonged periods of time operating a computer workstation.

3. Uses voice to communicate with radio and telephone.

4. Uses fingers and hands to type and write information and data.

See Human Resources for physical assessment form.