JOB DESCRIPTION

TITLE: OFFICE ASSISTANT TRAINEE
DEPARTMENT: TRADES AND SUPPORT
SECTION: STORES
SALARY RANGE: 10

REPORTING RELATIONSHIP:
Reports to: CREW SUPERVISOR, STORES
Supervises the following positions: Not Applicable

DEFINITION: Under supervision, to assist in clerical office work, filing, sorting, and tabulating operations; to operate a computer terminal work station and associated printers in the entry and retrieval of data. To assist in related storekeepers’ duties as needed.

ESSENTIAL FUNCTIONS:
1. Maintains and files open and completed purchase orders, and daily stores tickets. Maintains records on item locations.
2. Answers phone and two-way radio.
3. Contact vendors for returns, exchanges or to assist in resolving discrepancies.
4. Inputs and retrieves data from computer. Types requisitions and memos. Writes receiving reports and enters in the computer.
5. Monitors Inventory Control; maintains daily inventory sheets using history files to help correct discrepancies.
6. Assists in the physical inventory.
7. Receives, unpacks, counts and inspects equipment and materials to ensure accurate quantity. Compares packing slip against purchase order to ensure accuracy.
8. Marks materials with appropriate stock numbers and places in proper storage areas.
9. Issue materials and equipment to authorized personnel.
10. Picks up and delivers materials and supplies using District vehicle as needed.

MINIMUM QUALIFICATIONS:
License or Certificates: Valid appropriate California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.
MINIMUM QUALIFICATIONS (Cont.):

Experience: Any experience associated with accounting, warehousing, purchasing, or Data Entry.

Knowledge of:
- Inventory systems procedures.
- General Computer basics.
- General office practices and procedures.
- Basic warehouse methods and procedures.
- Basic mathematics.

Abilities:
- Operate a computer work station to enter and retrieve data.
- Perform accurate data entry functions.
- Communicate effectively both verbally and in writing.
- Add and subtract numbers correctly.
- Recognize a variety of materials and equipment used by the District.
- Establish and maintain effective working relationships.
- Perform general clerical work.
- Work independently using sound judgement.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to local business and District facilities. Driving: Light.
2. Communicate effectively using a two-way radio.
3. Lift and carry 25 lbs.
4. Uses hands and fingers to operate office equipment.

See Human Resources for physical assessment form.

I acknowledge that this job description is an accurate representation of this position as of this date.

Department Head approval_______________________ Date________________

General Manager approval_______________________ Date________________