

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 110

OFFICE ASSISTANT I

GENERAL

Diversified entry level clerical work that is performed in accordance with prescribed and well-established procedures. Work is subject to general supervision. Assignments are reviewed upon completion or through procedural arrangements within a department.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Types routine correspondence, memoranda, reports, records, orders and other office documents from rough drafts, transcribing machine, notes and oral instructions, in rough stencil and finished copy by the use of touch-typing methods.

Sorts, grades, verifies, files, and/or pulls from files materials and documents such as correspondence, reports, purchase orders, case records, statistical records, cards, other records according to number, name, alphabet, invoices and group, code and/or other prescribed procedures.

Maintains files such as index card files, record files, folder files and control files with coding systems, output cards, tab guides and other controlling devices.

Prepares incoming and outgoing mail by stuffing materials into envelopes, wrapping, binding and typing packages; and taping and stamping all types of material.

Withdraws material from files upon request and keeps record of materials removed;

Makes simple postings to records according to prescribed procedures and performs simple computations on data available from such records;

Opens, sorts, and distributes mail and other correspondence;

May answer telephone, operate other simple office machines such as personal computers and other general office machines with such accuracy as can be acquired from their use on the job and not from any skills possessed before employment.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to understand and follow oral and written instructions, make arithmetic computations and tabulations accurately and with reasonable speed, learn assigned clerical tasks readily and to adhere to prescribed routines.

Skill in typing accurately from rough draft, plain copy or a transcribing machine at a reasonable rate of speed.

Knowledge of business English, spelling and arithmetic, office practices and procedures.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma. Some general clerical experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SPECIAL REQUIREMENTS

None

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.