CITY OF POMPANO BEACH **JOB CODE 112**
CLASS DESCRIPTION

OFFICE ASSISTANT II

GENERAL

Performs responsible and varied clerical work which involves moderately complex work methods and procedures and requiring some ability to operate standard word processing and related data entry equipment.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Handles difficult clerical tasks requiring judgment and experience.
- Assists in administering policies in accordance with prescribed regulations.
- Processes, maintains records, and prepares reports of transactions of considerable complexity, involving the application of knowledge gained through experience, such as legal instruments, and other documents, purchasing, personnel, or other specialized records related to the activities of the particular department concerned.
- Deals with public in specialized area of service. May lead a clerical force in carrying out office function and services to the taxpayer and general public. Instructs employees in office procedures and laws relating to particular functions to which assigned.
- Meets and processes applicants. Administers examinations, calculates scores, records data and notifies applicants.
- Operates standard office, word processing and data entry equipment;
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the procedures, duties and responsibilities of the unit of operation to which assigned.
- Knowledge of modern office practices and procedures and of business English, spelling and commercial arithmetic.
- Knowledge of departmental operation.
- Skill in the application of modern office practices and techniques and in the use and care of routine and specialized office machine equipment.
- Ability to perform complex clerical work with very little supervision.
- Ability to keep complex records and to make reports.

- Ability to develop effective work methods and procedures in accordance with rules, regulations and departmental policies.
- Ability to work with and for the general public as well as fellow employees.
- Ability to type with accuracy at a prescribed rate of speed.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma, including courses in commercial subjects, supplemented by experience in performing general office or related clerical work.

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.

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

Rev 5/17
Bargaining Unit: Bargaining
FLSA: Non-Exempt
Pay Grade/Group: 17/42
Location: All Department
GERS: Regular: Regular Class