



CLASSIFICATION NO. 630

Established: 10/80

Revised: 6/93, 7/17

FLSA: Non-Exempt

EEO: 6

## **OFFICE ASSISTANT**

### **CLASS CHARACTERISTICS**

Under supervision, to perform a variety of routine office support duties and clerical tasks using standard office equipment, forms and documents; to provide information and assistance to the public regarding assigned areas; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Office Assistant classification is used by County departments for entry-level positions which perform routine clerical duties. Incumbents receive explicit instructions on work assignments and learn basic office procedures. Positions in this classification may also be used to provide on-the-job training to develop the skills and knowledge required for advancement to the higher-level Office Specialist series.

The Office Assistant differs from the journey-level Office Specialist 1 which performs moderately difficult clerical activities with a greater degree of independence and proficiency.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Receives telephone calls or visitors; meets and greets the general public and/or County employees; directs individuals to appropriate staff, County services, and/or local, State, and Federal agencies; screens visitors and identifies service animals or other possible safety and accommodation needs.
2. Types standard documents, forms and labels; performs basic data entry; scans and photocopies documents, books and related materials.
3. Files documents, records and other materials; maintains and organizes alphabetical and numerical files; may assist with large County mailings or other routine projects.
4. Provides assistance scheduling and setting up conference rooms for meetings and events.
5. Distributes and processes mail, correspondence and other materials; maintains adequate supplies, reordering when necessary.
6. May process and accept payments; makes simple entries in accounts.

Within Facilities Management, may clean and care for assigned areas and equipment; checks out fleet vehicles; assists with litter patrol; monitors restroom cleanliness and supplies; identifies possible safety hazards and required maintenance.

## **REQUIRED KNOWLEDGE AND SKILLS**

Some knowledge of: General office practices and procedures; proper English usage, spelling, grammar and punctuation; basic arithmetic; office equipment and machinery and their intended use.

Skill to: Communicate effectively, both orally and in writing; understand and follow written and verbal instructions; explain practices and procedures to the public; operate specific office equipment accurately at a speed necessary for successful job performance; sort documents alphabetically and numerically; establish and maintain effective working relationships with County employees and the public.

## **WORKING CONDITIONS**

Duties may include contact with individuals from varied socioeconomic groups, or individuals who are hostile and/or emotionally distressed and in need Clackamas County services.

Within Finance Department, Facilities Management Division: Duties require occasional reaching overhead, bending, grasping, fine motor control, the ability to lift, lower, and carry objects, and push 130 pounds, with frequent exposure to slippery surfaces and adverse weather conditions.

## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** None required.

**Licenses/Certifications:** None required.

## **PRE-EMPLOYMENT REQUIREMENTS**

Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which will include national fingerprint records check; some positions within Non-Criminal Justice agencies must successfully pass a criminal history check which may include national or state fingerprint records check.

All positions within the County's Criminal Justice agencies and Housing Authority must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Within Facilities Management employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Edited: 11/20