

SENIOR OFFICE ASSISTANT

DEFINITION

To perform a variety of complex and responsible typing and general clerical work.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Office Assistant series. Positions assigned to the class of Senior Office Assistant perform the more difficult clerical and secretarial tasks and may exercise lead supervision over student assistants.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the departmental supervisor or manager.

May exercise technical or functional supervision over student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Type memos, exams, class outlines, reports and schedules; compile and type statistical and financial reports.

Operate a variety of office equipment, including typewriter, calculator, copier, CRT, and computer.

Prepare invoices for payment; prepare store requisitions and maintain office supplies; assist in developing, administering and monitoring the budget.

Reserve vehicles for faculty and staff; issue and receive keys and gas credit card; arrange for contracted equipment repair and service calls.

Select, train and supervise student assistants; coordinate the office operations.

Assist in scheduling; enter schedule into the central data bank and update standards file.

Maintain attendance records of instructors; process and submit time cards; maintain files and records of requests for leave.

Answer phones and provide general information; distribute mail; maintain files.

Inventory office supplies and equipment; maintain equipment security.

Assist in maintaining records on staff absences, entering payroll data; assist with inventory records.

May serve as a recording secretary at meetings and prepare minutes.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Office methods, practices and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.

Correct English usage, spelling, grammar and punctuation.

Common office machines and some skill in their operation.

Skill to:

Learn and interpret District or college rules, laws, and policies and apply them with good judgment in a variety of procedural situations.

Perform responsible and difficult clerical work with accuracy and speed.

Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness.

Analyze situations and adopt an effective course of action.

Carry out verbal and written directions independently.

Make arithmetical calculations quickly and accurately.

Type at a speed of not less than 45 net words per minute from clear copy.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that could likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Three years of broad and varied general clerical and typing experience comparable to those duties assigned to an Office Assistant II in the District.

Training:

Equivalent to the completion of the twelfth grade including or supplemented by specialized clerical courses.