



OFFICE ASSISTANT I

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	42	07/01/2017	Classified	1 of 2

DEFINITION

To perform a variety of entry-level, routine clerical duties for assigned department, which may include operation of a phone system, handling inbound and outbound US mail, and providing general information to staff, students and the public.

DISTINGUISHING CHARACTERISTICS

Office Assistant I - This is the entry-level classification of the Office Assistant series. Initially under close supervision, employees in this position learn office and department procedures. As experience is acquired, the employee performs with increasing responsibility.

Office Assistant II - This is the experienced-level classification of the Office Assistant series. Employees in this position are competent to perform a variety of office support duties. Office Assistant II is distinguished from the classification of Office Assistant I by the higher level of applied knowledge and skill which is expected.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

EXAMPLES OF DUTIES

- Duties may include, but are not limited to, the following:
- Accepts postal deliveries, including special deliveries.
- Addresses and advises staff with US Postal Service regulations, preparation and cost savings.
- Operates a variety of office equipment, including photocopier, calculator, and computer.
- Orders, receives, distributes and stores office supplies.
- Performs alphabetical and numerical sorting, electronic filing, and locating data.
- Prepares and types form letters, labels, addresses, and other materials.
- Sends and receives documents via email or fax.
- Sorts and distributes incoming and inter-office mail; prepares shipments of interdepartmental mail to outlying district locations on a daily basis.
- Time stamps and operates a mailing machine to open, sort and route all incoming mail or packages.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office procedures, practices and technology/equipment.
- English usage, grammar, spelling, punctuation and vocabulary.



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Skill/Ability to:

- Operate a phone system.
- Operate office machines and learn office methods, rules and policies.
- Learn basic rules, policies and procedures of the office to which assigned.
- Understand and follow both oral and written instructions in an independent manner.
- Learn and communicate general information about campus facilities, events, resources, and staff.
- Maintain professionalism when interacting with callers.
- Make simple mathematical computations.
- Serve students, staff and colleagues in a helpful and professional manner.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Experience performing routine clerical functions and mail services in a professional office environment.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma / GED or the equivalent.

Adopted: 07/01/17