

OFFICE ASSISTANT I

DISTINGUISHING FEATURES OF THE CLASS:

Under supervision, incumbents of this class perform clerical duties in support of the daily operation of higher level staff. Incumbents develop effective working relationships with the public, employees, supervisors and other cooperating agencies. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Receives visitors, and responds to inquiries or other requests and provides the necessary information;
Prepares routine correspondence;
Performs confidential clerical work;
Maintains records and files;
Enters and retrieves information and data;
Compiles informational and statistical reports;
Makes appointments as required;
Maintains records of supplies and issues to district personnel;
Receives telephone calls, visitors, incoming mail and refers the correspondence to the appropriate
Acts as receptionist;
Receives, distributes, and files correspondence;
Uses computer applications such as but not limited to spreadsheets, word processing, calendars, e-mail and database software in performing work assignments;
May be assigned to perform routine account clerical functions;
Provides assistance as assigned to a variety higher level staff;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of office practices, procedures, terminology and equipment;
Working knowledge of business arithmetic and English;
Ability to operate an alphanumeric keyboard;
Ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;
Ability to enter data, organize and maintain records, and prepare reports;
Ability to understand and follow oral and written instructions;
Ability to communicate effectively, both orally and in writing;
Ability to establish and maintain effective working relationships;
Ability to multitask;
Accuracy;
Resourcefulness;
Initiative;
Good judgment;
Tact;
Courtesy;
Neat appearance.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a high school equivalency diploma; AND
- b) One (1) year of clerical experience which must have involved some use of computer applications to enter data, maintain records or prepare reports.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain

clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Jurisdiction Class: Competitive
Civil Division: ALL
Adopted by PO: 5/9/2017

