

**CLASS TITLE: OFFICE ASSISTANT- LEVEL II**

**PURPOSE OF THE CLASSIFICATION:** Under direct supervision performs clerical/secretarial duties applying general knowledge and skills related to work performed in accordance with established policies and procedures and other related assigned duties.

**ESSENTIAL TASKS:**

- Types letters and memos
- Performs basic bookkeeping duties
- Enters data
- Proofreads and/or verifies accounts, names, addresses, etc.
- Accesses information via computer
- Answers telephone, routes calls and takes messages
- Receives and directs walk-in traffic
- Handles, orders and distributes requests for supplies and maintains inventory
- Distributes mail
- Maintains a filing system
- Handles reproduction needs
- Operates various office equipment
- Must report to work on a regular and timely basis

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

**QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and one (1) year of general office experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of and skill in applying rules of grammar, spelling and punctuation; good knowledge of general office procedures; good knowledge of and skill in keyboard use and typing; and knowledge of word processing, database or spreadsheet software packages. Ability to compose and edit memos; ability to perform arithmetic computations; ability to follow verbal and written instructions; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information. Skill in operating a personal computer, typewriter and/or word processor and other office machines and skill in organizing, compiling and recording information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and other office equipment; subject to sitting, standing, lifting, bending, reaching, walking, and repetitive movements; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Some positions may require a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily in an office setting, requires the use of a telephone and other office machines for extended periods of time and may require working overtime.

**Class Code: 5507**

**EEO Code: N-06**

**Pay Code: OT-15**

**Group: Clerical and Administrative**

**Series: Clerical and Secretarial**

**Effective Date: August 24, 2015**