

CLASS TITLE: OFFICE ASSISTANT- LEVEL III

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

ESSENTIAL TASKS:

- Receives work, determines appropriate course of action, and performs the tasks
- Utilizes computer software packages and specialized department equipment
- Composes, prepares, and determines appropriate distribution of memos and correspondence
- Prepares and balances accounts
- Processes and maintains payroll, time, and leave reports
- Pays and tracks departmental bills by processing payment requests
- Types budgets, applications, requisitions, purchase orders, contracts, and related documents
- Assists employees with questions utilizing the City Personnel Policies and Procedures
- Assists employees and the public with the location and functions of all City departments
- Receives and directs all visitors, inquiries, and messages
- Responds to customer questions and complaints
- Performs some filing of various paperwork
- Provides backup support to other staff
- 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 three years of 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, punctuation, and basic principles of accounting and mathematics; good knowledge of word processing, database, or spreadsheet software packages; and good knowledge of general office practices and procedures. Ability to work independently; ability to work under pressure; ability to follow verbal and written instructions; ability and willingness to maintain confidentiality; 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 office equipment; subject to sitting, standing, bending, reaching, lifting, and walking; and vision, speech, and hearing sufficient to perform the essential tasks.

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

WORKING ENVIRONMENT: Working environment is primarily an office setting; requires the use of a telephone and other office equipment; and may be required to work overtime.

Class Code: 6528

EEO Code: N-06

Pay Code: OT-16

Group: Clerical and Administrative

Series: Clerical and Secretarial

Effective Date: August 24, 2015