



COUNTY OF NYE

CLASS TITLE: Office Assistant

BASIC FUNCTION:

Under close supervision, provides a variety of routine to difficult office support to various County and local government offices, which may include typing, word processing, receptionist duties, record keeping and filing.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties.)*

1. Types correspondence, reports, forms and specialized documents related to the functions of the organizational unit to which assigned from drafts, notes, dictated tapes, or brief instructions, using a typewriter or word processor; may compose standard correspondence from brief instructions.
2. Proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage, including grammar, punctuation, and spelling.
3. Enters, edits and retrieves data and prepares periodic or special reports, using a computer system and following established formats and menus; may perform production computer information entry.
4. Prepares and updates a variety of reports and records which may require the use of arithmetic calculations and consolidating materials from several sources.
5. Receives and screens visitors and telephone calls and takes messages; provides factual information regarding County or departmental activities and functions which may require the explanation of rules, policies and/or procedures; may receive and receipt monies.
6. Files documents by designated categories and retrieves records and information from files upon request.
7. Posts fiscal or other records to appropriate departments in accordance with operating procedures.
8. Maintains a variety of administrative records and accounts.
9. Operates standard office equipment, including word processors, computers, facsimile equipment and central telephones; may operate microfilm, radio telephone and other departmental-specific equipment after training.
10. Performs such office support activities as opening and distributing mail, processing outgoing mail, making travel arrangements and preparing purchase requisitions.

11. May be required to operate a motor vehicle to various locations throughout the County.
12. Gain knowledge of office and County and/or departmental procedures.

KNOWLEDGE OF:

Business arithmetic; correct business English, including spelling, grammar and punctuation; techniques for dealing with the public, in person and over the telephone; basic computer applications related to the work; basic office practices and procedures; basic record keeping practices.

SKILL IN:

Making accurate arithmetic calculations; understanding and following oral and written directions; establishing and maintaining effective working relationships with those contacted in the course of the work; speaking English effectively to communicate in person or over the telephone.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Graduation from high school or a G.E.D. equivalency, and six (6) months general clerical or related experience.

LICENSES:

Specified positions may be required to possess a valid Nevada Driver's License.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

General public, co-workers, supervisor, other state and local agency personnel.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Normal clerical environment—subject to lifting boxes and files.

WORKING CONDITIONS:

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer. Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.