



COUNTY OF NYE

CLASS TITLE: ANIMAL SHELTER OFFICE ASSISTANT

BASIC FUNCTION:

Under close supervision, provides a variety of routine to difficult office support for the animal shelter, 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:

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.

Mobility to work in a normal clerical environment in a typical kennel setting, use standard office equipment, subject to lifting boxes and files; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

Work is subject to performance while exposed to adverse environmental conditions, loud noises and unpleasant sights and odors; exposure to animal bites and other related injuries; incumbent must be willing to handle injured or ill animals in potentially hazardous situations.

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.

CONDITIONS OF EMPLOYMENT:

Nye County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.