

# CITY OF FORT BRAGG JOB DESCRIPTION

**JOB TITLE:** OFFICE ASSISTANT

**CLASS CODE:** #31

**REPORTS TO:** City Clerk

**TYPE:** FBEO – Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## **POSITION SUMMARY:**

Performs a wide variety of clerical duties in support of all City departments; responds to telephone inquiries, screens and directs calls and takes messages; greets visitors; performs word processing and various other computer applications such as Microsoft Excel and Publisher; prepares and maintains files, records and reports.

## **ESSENTIAL FUNCTIONS:**

Answer telephone; ability to give and receive oral information; reading comprehension; typing; ability to sit for long periods in office chair, and ability to climb stairs.

## **TYPICAL DUTIES AND RESPONSIBILITIES:**

- Greets telephone callers and visitors in the main lobby of City Hall; screens and handles inquiries of a general or specific nature; takes messages; maintains calendars of meetings and appointments.
- Types/word processes correspondence, agendas, minutes of meetings, memos, reports and forms from handwritten or typed draft and/or verbal instruction.
- Receives, sorts and directs incoming mail, prepares a wide variety of materials for individual and bulk mailings.
- Operates copier machines.
- Assists with the expedient processing of applications, forms and other materials constituting the City's paper flow and record keeping.
- Provides backup support for clerical staff of other departments as required.
- Maintains an inventory of office supplies, ordering and documenting purchase transactions.
- Performs other related duties as required.

## **MATERIALS, EQUIPMENT AND TOOLS:**

IMB compatible computer, keyboard, personal computer and programs such as Microsoft word, excel and publisher, telephone, typewriter, FAX machine, calculator (10-key tape type), copier, postage meter, printer, binding machine, coffee maker, and scanner.

## **SPECIAL REQUIREMENTS:**

Possession of a valid Class C or higher California driver's license.

## **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

- Correct English usage, spelling, grammar and punctuation, Bilingual skills would be desired, but not required.

**JOB TITLE: OFFICE ASSISTANT**

- General office practices and procedures.
- Office/accounting machines and desktop computers used in word processing and record-keeping applications.
- General functions and activities of municipal government.

**Ability to:**

- Deal politely and effectively with the general public.
- Type and/or word-process at a minimum rate of **50** words per minutes.

**DESIRABLE EXPERIENCE/EDUCATION:**

Equivalent to graduation from high school; one-year office/clerical experience to satisfy the required knowledges and abilities.

**PHYSICAL REQUIREMENTS:**

Constant sitting, keyboarding, observing computer screen, twisting in seated position; frequent bending, squatting, reaching, lifting boxes weighing 30 pounds or less, standing, walking, writing; occasional reaching above shoulders, driving, moving and servicing equipment such as copiers and FAX machines

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**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

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