

# CITY OF FORT BRAGG

## JOB DESCRIPTION

**JOB TITLE:** OFFICE ASSISTANT - TEMPORARY

**REPORTS TO:** Administrative Services Director      **TYPE:** Temporary – Non-Bargaining

*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:**

A temporary position, under the general direction of the Administrative Services Director. 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 Office; prepares and maintains files, records and reports.

### **ESSENTIAL FUNCTIONS:**

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 not to exceed 30 pounds, driving, moving and servicing equipment such as copiers and FAX machines, answering telephone. Requires the ability to give and receive oral information; the ability to climb flights of stairs: good reading comprehension; typing; computer literacy using diverse programs; the ability to sit for long periods in an office chair; driving a motor vehicle; the ability to occasionally work nights, weekends and long hours. 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.

### **ESSENTIAL 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.
- Processes City facility use applications, community event sign applications, encroachment permits, and traffic modification requests.
- Completes routine and creative graphic design activities, such as designs for flyers, maps, brochures, signs, etc. for a variety of department activities.
- 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, fax and postage 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.
- Establishes and maintains files and file systems, both standard and computerized, of considerable volume and moderate complexity.

- Performs other related duties as required.

**MATERIALS, EQUIPMENT AND TOOLS:**

Personal computer, keyboard, and programs such as Microsoft Office, telephone, 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.
- Modern 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.
- Basic computational skills.

**Skill in:**

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Communicating clearly and effectively, orally and in writing with co-workers and the public.
- Using email, spreadsheet and word processing software.

**Ability to:**

- Deal politely and effectively with the general public.
- Type and/or word-process at a minimum rate of 50 words per minute.
- Follow procedures for a variety of processes.
- Multi-task and prioritize work flow.
- Use Microsoft Office Programs in a proficient manner.
- Maintain established filing systems.
- Maintain professional, courteous and effective working relationships with others.

**DESIRABLE EXPERIENCE/EDUCATION:**

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

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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.*