

HIGHER EDUCATION PERSONNEL BOARD

Class Code: 2220

Specification for Class

OFFICE ASSISTANT I

*Abolished July 1, 2007*

CLASS SERIES CONCEPT

In support of office operations, perform clerical duties such as establishing and maintaining record keeping/filing systems and/or data base files, serving as receptionist, performing mathematical calculations and copying materials.

BASIC FUNCTION

Copy materials, file documents, post records, answer telephones and/or receive visitors, receive and distribute mail and other materials.

DISTINGUISHING CHARACTERISTICS

Under direct supervision, perform routine office support functions such as copying materials and filing documents in an established filing system. Public and departmental contacts are limited in scope.

TYPICAL WORK

Photocopy and collate material;

Sort and file documents by predetermined categories; maintain files and records;

Answer telephones; following clearly established guidelines, answer routine questions; receive and refer visitors;

Receive, sort, and distribute mail, messages, records, office supplies and other materials;

Post information to various departmental, financial or other records according to established procedures and standards; tabulate and post report forms;

Perform basic arithmetic such as addition, subtraction, multiplication and division;

Operate office equipment such as computer/word processor, typewriter, calculator, and copy machine;

Keyboard/type office forms, envelopes, labels and index tabs;

May proofread material and identify areas needing corrections;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High school graduation or equivalent

OR

six months of clerical work experience

OR

equivalent education/experience.

New Class: 1-3-73

Revise Class/Title: 7-1-91