

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 2221

OFFICE ASSISTANT II

Abolished Effective June 1, 2005

BASIC FUNCTION

Perform a variety of clerical tasks such as processing documents, maintaining record keeping/filing systems and compiling data.

DISTINGUISHING CHARACTERISTICS

Under general supervision, perform a variety of clerical tasks including responding to inquiries regarding office/departmental procedures and services and establishing new categories within existing filing systems. Process records, extract and compile data from source documents.

TYPICAL WORK

Answer telephones; respond to inquiries regarding departmental procedures and services; receive and refer visitors;

Sort and file various documents; establish and prepare new files/categories within established filing systems; enter data into electronic files; remove and log materials; and maintain status and file reports;

Perform basic word processing/typing tasks such as aligning text, setting margins and tables, saving/filing, spell checking and printing to produce memos and letters;

Perform electronic mail tasks;

Extract and compile statistical data from source documents;

Order, receive, and maintain inventory following established procedures;

Draft routine forms and letters; assemble reports; enter and retrieve data;

Proofread material making corrections for sentence structure, spelling, grammar and punctuation;

Collect fees, maintain collection records, verify and balance receipts, and prepare bank deposit documents;

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

Perform tasks which require the use of basic arithmetic such as addition, subtraction, multiplication and division;

Perform the duties of Office Assistant I;

May schedule appointments and meetings;

May direct the work of others;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High school graduation or equivalent AND one year of applicable clerical experience

OR

equivalent education/experience.

New Class: 1-03-73

Revise Class: 12-18-74

Revise Class/Title: 7-1-91