

# NEVADA IRRIGATION DISTRICT

## OFFICE ASSISTANT I OFFICE ASSISTANT II Range A10/A30 – BOD 10/10/12

*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.*

### DEFINITION

To perform a wide variety of general clerical and routine secretarial duties related to the function and/or department assigned.

### DISTINGUISHING CHARACTERISTICS

Office Assistant I: This is the entry level class in the Office Assistant series. Positions in this class typically have little or no directly related work experience. The Office Assistant I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Office Assistant II: This is the journey level class in the Office Assistant series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

### SUPERVISION RECEIVED AND EXERCISED

#### Office Assistant I

Receives immediate supervision from assigned supervisory personnel; may receive technical and functional supervision from assigned higher level administrative support personnel.

#### Office Assistant II

Receives general supervision from assigned supervisory personnel; may receive technical and functional supervision from higher level administrative support personnel.

## NEVADA IRRIGATION DISTRICT

Office Assistant I/II

### ESSENTIAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### Essential Functions:

1. Perform general clerical duties related to assigned functional area.
2. Type, proofread and process a variety of documents and forms including general correspondence, memos, and statistical charts from rough draft, recordings or verbal instruction.
3. Maintain a variety of statistical records related to areas of assignment; check and tabulate statistical data; prepare routine status and statistical reports.
4. Process bills and collect fees, permits and licenses; record payments and send delinquent notices as necessary.
5. Operate standard office equipment including word processing applications as assigned; may perform duties on computer spreadsheet programs; operate stand alone, computer software programs/data bases as related to assigned area.
6. Act as a receptionist; answer the telephone and wait on the general public, giving information on department and assigned program policies and procedures.
7. Attend meetings for the purpose of making notes; prepare and distribute meeting summaries.
8. Perform a wide variety of clerical work including filing, billing, and checking and recording information on records.
9. Sort and file documents and records, maintaining alphabetical, index, and cross-reference files.
10. Receive, sort and distribute incoming and outgoing mail; process bulk mail for billing purposes.
11. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
12. Perform related duties as assigned.

# NEVADA IRRIGATION DISTRICT

Office Assistant I/II

## QUALIFICATIONS

### Office Assistant I

#### Knowledge of:

English usage, spelling, grammar, and punctuation.  
Basic office methods and equipment including filing and computer systems.  
Basic mathematical calculations.  
Basic computer software and keyboarding.  
Principles and practices of effective customer service.

#### Ability to:

Learn the organization, procedures and operating details of the District department to which assigned.  
Perform routine clerical work including maintenance of appropriate records and preparation of general reports.  
Verify and check files and data.  
Perform routine mathematical calculations.  
Type accurately at a speed necessary for successful job performance.  
Learn to operate and use modern office equipment including a computer and applicable software.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Communicate clearly and concisely, both orally and in writing.

#### Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.  
Operate equipment in a careful and safe manner.  
Acknowledge the use of safeguards by other employees.  
Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.  
Report any safety risks or hazards to your supervisor or other management personnel.  
Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

## EXPERIENCE AND EDUCATION GUIDELINES

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### Experience:

One year of clerical experience is desirable.

## NEVADA IRRIGATION DISTRICT

Office Assistant I/II

### Education:

Equivalent to the completion of the twelfth grade.

### License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.

### Office Assistant II

In addition to the qualifications for the Office Assistant I:

### Knowledge of:

Organization, procedures and operating details of assigned office.

Modern office equipment including use of applicable computer applications.

### Ability to:

Organize tasks and determine priorities in order to meet assigned deadlines.

Interpret, explain and apply operating policies, rules, and procedures of an assigned function.

Schedule appointments and meetings.

Take notes and prepare meeting summaries.

Operate and use modern office equipment including a computer and applicable software.

### **EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### Experience:

Two years of responsible experience similar to Office Assistant I with the Nevada Irrigation District.

### Education:

Equivalent to the completion of the twelfth grade.

### License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

# NEVADA IRRIGATION DISTRICT

Office Assistant I/II

## WORKING CONDITIONS

### Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise.

### Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands as required; lift or carry weight of 25 pounds or less.

### Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.