

**CITY OF SALINAS**

**OFFICE ASSISTANT**

**BARGAINING UNIT/CLASS CODE:**

**SMEA / E20**

**DEFINITION**

Under general supervision, perform a wide variety of office clerical duties within assigned department/division; perform basic cashiering tasks, respond to public inquiries and perform related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Incumbents perform a full range of responsible office clerical duties within an independent office or major division.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Recreation Services Manager. May receive functional or technical supervision from other departmental staff. May exercise functional and technical supervision over volunteers or temporary personnel.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Serve as office assistant to an independent office or division to ensure that work is handled on a priority basis and completed in timely manner. Act as a receptionist; screen calls and visitors, and refer inquiries as appropriate; respond to complaints and requests for information on regulations, procedures and policies relating to responsibilities assigned. Perform a variety of general clerical duties in support of assigned office. Type a variety of documents/materials including letters, correspondence, memos, and reports. Perform specialized duties and assignments related to assigned office activities and operations; prepare mailings, assemble packets, register program participants and research requested information. Prepare and develop all forms necessary for assigned program area to include flyers, brochures, registration packets, certificates, rosters, etc. Enter data into computer, print reports and verify accuracy of data. Prepare correspondence and reports in conformance with departmental and City policies. Gather and interpret data in preparing reports. Perform accounting support functions such as receiving and recording fees; preparing balance sheets, deposit slips; and tracking payments. Calculate and distribute funds in appropriate accounts. Issue various permits and prepare reports of fees collected. Compose routine correspondence independently. Maintain petty cash fund. Receive, sort and distribute incoming and outgoing correspondence. Maintain logs and revenue records; complete basic reporting and requesting forms such as purchase orders and requisitions. Prepare and type various monthly and quarterly reports related to duties assigned. Maintain files and records for assigned division. Maintain office materials and supplies; run necessary errands as required. May check timecards for accuracy of account codes and mathematics; make appropriate corrections. Operate a variety of standard office equipment including typewriter, personal computer, printer, calculator, and word processing equipment. Provide indirect supervision to lower level clerical positions as assigned. Promote and maintain safety in the work place. Perform other related duties as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS  
OFFICE ASSISTANT (continued)**

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions while working at a computer terminal for prolonged periods of time.

**QUALIFICATIONS**

**Knowledge of:**

English usage, spelling, grammar and punctuation. Modern office methods, procedures and equipment, including word processing equipment. Filing and record keeping systems. Computer Usage.

**Ability to:**

Understand the organization and operations of the City and of outside agencies as necessary to assume assigned responsibilities. Communicate clearly and concisely, orally and in writing. Work independently with little supervision and exercise initiative and sound judgment. Apply operating rules and procedures of assigned department. Establish and maintain financial records; make simple mathematical computations. Deal tactfully and courteously with the public and other employees; exhibit good internal and external customer service. Learn to use computer hardware and software to prepare correspondence, forms necessary for assigned program area to include flyers, brochures, registration packets, certificates, rosters, etc. Maintain records, monitor financial accounts and analyze data. Compile and maintain complex and extensive records and files. Apply good judgment in recognizing scope of authority and in referring problems to others.

**Skills to:**

Type at a speed of 50 words per minute.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties should be any combination equivalent to completion of High School/GED and three years of increasing responsible clerical and customer service experience.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 10-98, REV: 8-05**