

**OFFICE ASSISTANT I  
OFFICE ASSISTANT II**

**DEFINITION**

To perform varied general clerical duties and type a variety of materials.

**DISTINGUISHING CHARACTERISTICS**

Office Assistant I

This is the entry level class in the Office Assistant series and positions within this class are considered to be in a training status. Work at this level is distinguished from that of the Office Assistant II in that the duties are of a standard and prescribed nature. Positions assigned to this class may be required to provide general and specific information at a student service counter. As experience is acquired, the employee performs with increasing responsibility.

Office Assistant II

This is the journey level class in the Office Assistant series. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Office Assistant I, or, when filled from the outside, require prior clerical work experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualifications standards for the class.

Positions allocated to the class of Office Assistant II differ from positions allocated to the class of Office Assistant I by the higher level of applied knowledge and skill which is expected, and by the staff assistance to higher level supervisory levels which is required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the departmental supervisor or manager.

May receive technical or functional supervision from higher level departmental personnel.

May exercise technical or functional supervision over student assistants.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Answer phones; schedule and reschedule appointments; provide general information, catalogs, and applications.

Prepare counselor sheets and drop-in sheets; prepare student folders as needed.

File transcripts, tests, advisory certificates and probation reports.

## **EXAMPLES OF DUTIES (CONTINUED)**

Type exams, memoranda, letters and dittos; input and retrieve information from computer; prepare statistical reports.

Process bills and maintain running balance of monies.

Order supplies and maintain inventory; maintain storeroom.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Office Assistant I

#### Knowledge of:

English usage, spelling, grammar and punctuation.  
Office methods and equipment.

#### Skill to:

Type at a speed of not less than 45 net words per minute from clear copy.  
Perform routine clerical work.  
Learn and operate office machines and learn office methods, rules and policies.  
Understand and carry out both oral and written instructions.  
Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

#### Experience and Training

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

##### Experience:

None required.

##### Training:

Equivalent to completion of the twelfth grade including or supplemented by specialized clerical courses.

In addition to the minimum qualifications for Office Assistant I:

Skill to:

Learn and interpret procedures, policies and operations of the department to which assigned.  
Perform complex clerical work.

Experience and Training

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

Experience:

Two years of experience comparable to that of an Office Assistant I in the District.

Training:

Equivalent to the completion of the twelfth grade including or supplemented by specialized clerical courses.