



245 East Bonita Avenue
San Dimas, CA 91773-3002

OFFICE ASSISTANT

Job Summary:

Under supervision, to perform a wide variety of typing and general clerical work, and to perform related duties as required.

Essential Duties & Responsibilities

- Performs a wide variety of clerical work, including typing, filing, proofreading, and recording information.
- Creates fliers and newsletters.
- Types agenda, forms, lists, memorandums, public notices, staff reports, correspondence, press releases, and minutes from rough drafts, copy notes or transcribing machine recordings.
- Sets up and maintains a variety of files.
- Sorts and distributes mail.
- Provides public with general information at the counter and on the telephone.
- Assists in ordering and maintaining office supplies.
- Assists with organizing and preparing supplies and materials for programs and activities.
- Operates a variety of office machines and equipment, including computers, typewriters, adding and calculating machines and photocopiers.

Organizational Relationship

The Office Assistant is the entry-level clerical classification. This class receives assignments from and reports to the Administrative Secretary.

Desirable Qualifications:

Knowledge of:

- Correct English usage, spelling, grammar and punctuation.
- Modern office methods and procedures; including filing, receptionist and telephone techniques.
- Computer functions in Windows environment, including Microsoft Word, Publisher, Excel, or equivalent programs.
- Standard office machines and equipment, including 10-key.

Ability to:

- Perform routine clerical work.
- Learn to operate office machines.
- Learn office methods, rules, and policies.
- Understand and carry out oral and written instructions.
- Type at a speed of not less than 45 words per minute from clear copy.
- Meet and serve the public courteously and efficiently.
- Work cooperatively with others.
- Read and write English at the level required for successful job performance.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: One year of clerical experience is required, including daily public contact.

Education: Graduation from high school or equivalent.