

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

OFFICE ASSISTANT

Department: Administration

Pay Grade: P101

FLSA Status: Non-Exempt

JOB SUMMARY

Under supervision, performs a variety of routine to clerical duties in support of administration or other programs. Support activities may include public service, document production, and/or record maintenance, also performs related duties as required. Ability to adhere to attendance and punctuality guidelines and demonstrate flexibility in working varying shifts, including some evenings and weekends as necessary.

ESSENTIAL JOB FUNCTIONS

- Type a variety of documents in draft and final form, such as correspondence, standard forms, charts, proposals, specifications, and reports written, recorded, printed sources, and/or verbal instructions, proofread typed materials for correct grammar, spelling, and punctuation.
- Prepare, validate, process, and/or check a variety of documents such as permit applications, reservations, program applications, invoices, etc., for completeness, accuracy, and submission standards.
- Answer phone calls and walk-ins; determine how incoming customers should be routed; direct people to appropriate offices, or customers to proper information sources; answer routine questions; explain routing procedures, processes, or district activities; schedule appointments, training, or examinations; obtain routine factual information to create or update files; provide assistance in the completion of forms.
- Sort and/or file materials such as correspondence, contract documents, and customer information; maintain files; conduct systematic search for misplaced materials; maintain cross-reference files or invoices; purge filing systems as necessary.

- Compile routine reports and records by extracting and/or tabulating information from a variety of sources, such as files, correspondence, meeting notes, logs, previous reports, and/or verbal instruction.
- Transfer professional and technical instructions to project or customer files; research reference materials to respond to customer or co-worker inquiries.
- Operate a variety of automated office equipment.
- May perform equipment/system maintenance checks.
- Use computerized equipment to produce routine reports, correspondence, or forms; enter, update, and/or extract stored information using such equipment.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or General Education Degree (GED) with one year clerical experience which has led to the acquisition of the required knowledge, skills, and abilities.

Special Qualifications:

Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- Knowledge of modern office methods and practices; record maintenance systems; letter writing and report compilation and public contact techniques.
- Knowledge of the operation and procedures and practices used in support of the function to which assigned; techniques to expedite or improve clerical tasks and record processing; correct English usage, spelling, grammar, and punctuation.
- Skilled in typing or equivalent word processing/data entry and/or taking/transcribing dictation.
- Ability to perform and coordinate moderately difficult and responsible clerical work with little or no direct supervision; set up and maintain records and filing systems; extract information from a variety of sources; operate a variety of automated office equipment; accurately perform and proof the transfer of information from one document to another; establish and maintain cooperative working relationships; understand, follow, and convey written and verbal directions.

PHYSICAL DEMANDS

The work is categorized as light. Additionally, the following physical abilities are required:

- Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.

- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

WORK ENVIRONMENT

Work is performed in a typical temperature-controlled office environment subject to typical office noise. The positions will mostly be in a fast-paced office environment requiring the ability to multitask. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date