



MARIN MUNICIPAL WATER DISTRICT

Office Assistant I

DEFINITION

Under supervision, performs a variety of clerical and typing duties; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Office Assistant I is the normal entry level for clerical employees. No previous experience is required, although typing skills may be required by some positions. Employees in this class normally work under close and continuous supervision, performing a group of repetitive or closely-related duties according to established procedures. While a variety of tasks may be assigned, each step usually fits a pattern which has been established and explained before work is started. Generally, work is observed and reviewed both during its performance and upon completion. Changes in procedures and exceptions to rules are explained in detail as they arise.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Types letters, reports, forms, lists, schedules and financial and statistical data;
- inserts and extracts materials from files;
- answers routine requests for information by phone or in person or by enclosing materials and sending form letters;
- operates mail inserting machine;
- operates a central telephone console and paging system;
- stuffs envelopes and folders;
- may act as receptionist for the District or a unit, and assists customers and visitors;
- may check and tabulate statistical or accounting data;
- examines and proofreads documents to determine and balance incoming payments;
- prepares and processes service orders;
- operates various office machines, such as typewriter, photocopier, adding and calculating machines and computer terminal;
- follows applicable safety rules and regulations.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Correct spelling, grammar and punctuation.

Ability to:

- Perform routine clerical work;

- make arithmetical calculations;
- type at a speed of 40 words a minute from clear copy;
- understand and carry out written and oral instructions;
- deal effectively with those contacted in the course of work;
- operate a variety of standard office equipment, including data entry devices, typewriters; calculators and mail inserting machine;
- drive a vehicle.

Training and Experience:

- Completion of the twelfth grade or its equivalent.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”

LICENSES AND/OR CERTIFICATIONS

- Possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

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Established: May 1978
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