

CITY OF DALY CITY
JOB SPECIFICATION

APPROVED BY
PERSONNEL BOARD: 02/08/2007
CITY COUNCIL: 02/26/2007
RES. NO.: 07-35

OFFICE ASSISTANT III

DEFINITION

Under general supervision, to assemble, organize, prepare and/or assign a variety of complex written or quantitative materials and to perform other responsible technical office duties exercising considerable independent judgement within broad policy limits established by the Department Head; do related work as required.

EXAMPLES OF DUTIES

Using current computer applications or typewriter, prepares and processes a variety of complex statistical and technical materials from written draft or recording, including but not limited to plans, specifications, agreements, payments forms, reports, and legal documents in accordance with legal and procedural requirements; assists with clerical requirements of contract administration; composes routine correspondence; prepares and maintains financial, personnel, and operational records; proofreads and edits departmental documents for accuracy and format, maintains tickler file for periodic reports; maintains departmental filing system of varying complexity, calendars division or departmental business to meet legal or procedural requirements; trains and instructs co-workers as directed; may be assigned primary responsibility for carrying out procedures and responding to public questions, complaints or requests for service or City employees that requires a thorough knowledge of City/departmental policies and procedures; assists in preparing the departmental budget, responsible for maintaining, checking against computer printouts and coordinating running balances of budget expenses; prepares various expenditure reports, may compute and collect fees; records and transcribes minutes for various meetings; may operate a radio transmitter to convey messages to personnel in the field; and may issue permits and licenses.

MINIMUM QUALIFICATIONS

Knowledge of: Current office methods, practices, and procedures; equipment and filing and record-keeping practices; appropriate, business English usage including correct grammar, punctuation and spelling; and customer service concepts.

Ability to: Perform a variety of responsible technical office work accurately without direct supervision; independently maintain routine records and complex files, prepare statistical, financial and technical operational reports and learn and apply laws and regulations.

DUTY STATEMENT
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Keyboard at a speed of not less than 60 words per minute; exercise independent judgment; learn specialized terminology unique to the department or division where assigned; accurately follow oral and written directions; efficiently and effectively operate current office machines and devices; interpret departmental rules and regulations, and other written policy statements; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Three years of increasingly responsible experience in general, clerical office work which included extensive use of personal computer applications. (Additional education may be substituted for the required experience on the basis that one year of post high school education equals six months of experience to utilize a maximum of two years of additional education.)

Education: Graduation from high school or equivalent.

R: 02/07