

DIOCESE OF SACRAMENTO JOB DESCRIPTION

PARISH:
POSITION: Office Assistant II
CLASSIFICATION: Non-Exempt
SCHEDULE:

SUPERVISOR: Pastor

ESSENTIAL FUNCTIONS:

Definition:

Under supervision, to perform a wide variety of moderately difficult and complex clerical tasks, some of which may require the use of a typewriter.

Distinguishing Characteristics:

Employees in this class perform a wide variety of duties which require the exercise of judgment and discretion. They may work in a situation where there is a clerical supervisor and where procedures and methods are prescribed, or they may work in an office where they are the only clerical employee and must determine when and how tasks are to be accomplished. They may have considerable contact with the general public.

Office Assistant II is differentiated from Office Assistant I primarily by the scope and difficulty of duties, the comparative freedom from supervision, and the opportunity for the exercise of independent judgment. Typing is a requirement for all positions in this class, but the percentage of time spent in typing varies considerably.

Examples of Duties:

Receive, open, sort, stamp and distribute incoming mail; type letters, reports, bulletins, memoranda, cards, forms, requisitions, and other materials from rough draft; type mimeograph and ditto stencils; prepare permanent record folders and post data to a variety of records and cards; check incoming supplies against invoices or requisitions for completeness of orders and issue supplies to staff; file materials; collect and receipt for fees; answer telephone calls and provide information concerning the functions or services of the department or school; take messages clearly, accurately and concisely; direct messages to appropriate staff persons; refer calls to appropriate agencies in the event the agency does not provide the requested service; greet persons coming to the agency in a courteous and friendly manner, identifying their need and referring them to the appropriate staff person; for school department employees, may post data to attendance records and prepare monthly attendance reports; may prepare or assist in the issuance of admission slips and readmit permits; may register students and assign to proper rooms; other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of: Modern office methods and practices, including letter and report writing, receptionist and telephone techniques, and filing systems; correct English usage, spelling, grammar and punctuation.

Ability to: Perform responsible clerical work with accuracy and speed; learn and interpret specific laws, rules, and policies and to apply them with good judgment in a variety of situations; make arithmetical calculations quickly and accurately; analyze situations and adopt an effective course of action; work cooperatively with others; meet the public tactfully and courteously and to answer questions in person or by telephone; compile and maintain accurate and complete records and reports; operate common office machines.

SKILLS: Typing speed of 45 net words per minute.

EXPERIENCE: One year of experience in typing and clerical work.

EDUCATION: Equivalent to graduation from high school.