

CLASS SPECIFICATION FOR
Office Assistant III

GENERAL STATEMENT OF DUTIES: Performs a wide variety of responsible office and clerical duties; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves performing responsible and/or difficult clerical and office procedures. A supervisor defines the objectives, priorities and deadlines of work, but the incumbent plans and carries out successive steps and resolves problems independently. The incumbent uses judgment in interpreting and adapting guidelines to specific cases or problems. Information and material dealt with may sometimes be of a sensitive or confidential nature. Work is performed under general supervision.

EXAMPLES OF WORK (illustrative only):

- Types letters, reports, minutes and a variety of material from rough draft, clear copy, dictaphone, shorthand or notes, using a typewriter or personal computer;
- Sets appointments for interviews, meetings and consultations;
- Greets callers and visitors, directs them to the proper source and answers questions relating to the functions and operations of the department/agency;
- Opens, sorts and distributes mail, correspondence, copies, or other material;
- Prepares bank deposits from funds collected and balances books;
- Proofreads figures, forms, memoranda, letters and/or reports for accuracy;
- May prepare time reporting and handle other payroll data and may maintain other personnel records;
- May supervise other clerical employees;
- Uses a computer terminal to input, retrieve, verify and research information;
- Requisitions departmental supplies and maintains inventory;
- Keeps records and prepares reports as needed;
- Under medical supervision, may deliver medication and be responsible for the security of controlled substances; may also be responsible for meeting and maintaining State-mandated recordkeeping requirements for receiving, storing and dispensing medication;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of spelling and punctuation, English grammar, arithmetic, telephone usage, use of dictionary; skill in the use of a personal computer and familiarity with commonly used business software; knowledge of modern office practices, procedures, and equipment; ability to understand and communicate the policies, procedures and services of the department, division, or program; ability to keep moderately complex records; ability to make computations with speed and accuracy; ability to research files, proofread, write legibly, follow directions, read and organize information; tact, courtesy, and ability to establish and maintain good working relationships with other employees and the public; flexibility.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and three (3) years of related clerical experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.