



Class Description

Class Title: OFFICE ASSISTANT I
Class Code: 616

General Description

The purpose of this class within the organization is to perform general clerical duties. This class works under close supervision according to set procedures.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Opens sorts, date-stamps and distributes mail.

Answers phones and routes calls to appropriate staff.

Greets visitors, routes individuals to appropriate staff.

Sorts and distributes incoming and outgoing mail.

Sorts and files alphabetically, numerically, or by other established method.

Copies and distributes documents.

Assists in ordering and maintaining office supplies.

Reviews reports, records, applications and other forms for accuracy, completeness and compliance with established procedures.

Uses computers and office equipment in performance of typical duties.





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Additional Duties:

Performs routine data entry.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Copies, transcribes, enters or posts data or information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Serves others such as customers, attends to their requests and exchanges information with them.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses basic addition and subtraction, such as making change or measuring.





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Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads simple sentences, instructions or work orders; writes simple sentences and completes simple job forms; speaks simple sentences using basic grammar.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions, but with some variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs semi-routine work, following procedures, with occasional problems; requires normal attention for accurate results.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is very minor – affects only the individual.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.





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Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses computers, office equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Bright/dim light; Dusts and pollen vibration; fumes and/or noxious odors.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent.

Some basic clerical experience is required. An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the position.

Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance

The City of Petersburg is an Equal Opportunity Employer. ADA requires the City of Petersburg to provide adequate accommodations to qualified persons with





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disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

