

Title: Office Assistant
Department: All Departments - Clerical
Division/Office: N/A



Grade 2108; Hourly position; Category: Classified; Job Code: OA; Rev.:07/01/2021

General Description

The purpose of this job is to provide clerical and administrative support for assigned office.

This position works under close to general supervision according to set procedures but determines how or when to complete tasks.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may be assigned additional functions as necessary.

- Performs a variety of routine secretarial functions, e.g., data entry, typing, reports preparation and processing, documentation review; gathers, and prepares data as directed; provides information to supervisor.
- Generates various correspondence, articles, memos, agendas, orders, reports, forms, manuals, or other relevant materials appropriate to the assigned department.
- Files or retrieves from file materials and documents by the number, alphabet, or code; assists with record keeping duties and filing systems relevant materials appropriate to assigned unit.
- Receives inquiries and concerns by telephone and in person from employees, the general public and business community, ascertains the nature of the call, and resolving personally, directing it to the appropriate individual or department, or acting as liaison to the assigned supervisor.
- May serve as receptionist, greeting and answering inquiries from the general public and business community related to departmental operations, structure and procedures.
- Assists with specialized projects to support administrative processes of the department.
- Assists with the resolution of minor routine administrative and operational problems.
- May input data into software programs from forms, records, or files.
- May receive, sort and distribute incoming and outbound mail.
- May assist with departmental inventory functions.
- Maintain confidentiality of information in the performance of job duties.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires High School diploma or GED equivalent supplemented by one (1) year of clerical experience or an equivalent combination of education, training and experience.

Additional Requirements:

Good working knowledge of one or more word processing programs, office terminology, procedures and equipment and of business arithmetic and English; some knowledge of elementary bookkeeping; ability to understand and follow complex oral and written directions; ability to maintain complex clerical records and prepare reports from such records; ability to make specified decisions in accordance with defined criteria; ability to make mathematical computations; ability to type from clear copy or rough draft at an average rate of speed; clerical aptitude; good judgment; tact and courtesy; willingness and ability to adapt to new office procedures as required; regular and timely attendance; performance of duties in a safe manner.

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.

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Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- May be required to pass standardized examination to determine basic knowledge, skills & abilities.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement