

## **Sierra County Job Classification**

Class Title: **Office Assistant 1**

Class Code: 4- Topography C

Status:

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### DEFINITION

Under direct supervision, employees in this class perform routine clerical activities related to filing, reception, form processing, record maintenance, mail, typing or data entry; and perform related work as required.

### DISTINGUISHING CHARACTERISTICS

Office Assistant I is the entry/trainee level in the Office Assistant class series. Incumbents in the class initially perform work under close supervision and receive in-service training. As requisite skills and knowledge are developed, greater independence is exercised. The incumbent is expected to advance to the Office Assistant II level after one year of satisfactory performance at the I level. Those positions with duties of the least complex, routine and repetitive nature may be permanently classified at the Office Assistant I level.

### REPORTS TO

Eligibility Worker Supervisor / Administrative Secretary III / Office Manager

### CLASSIFICATIONS SUPERVISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

- Assists the public in person or by phone; answers inquiries related to department services, programs and operations; obtains information, resolves discrepancies or errors, disperses relevant information, or refers client to the appropriate personnel or location; explains the proper use of forms and documents
- Screens and distributes incoming mail and sends out information materials and letters; screens and routes telephone calls; schedule appointments

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES continued

- Produces notices, reports, letters, legal documents, fiscal or statistical information; processes, maintains and prepares forms, records, reports and control logs; maintains department files; researches and assembles information; verifies that information or data is complete, accurate, and consistent; identifies and corrects deletions or errors; updates and deletes information
- May operate automated systems where the routines and procedures require limited interpretation and application development within pre-established guidelines and structures; verifies data on source documents and edits for conformance to specifications; accesses and updates records; produces statistical, data processing, and production related reports

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; operate a vehicle; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers facsimile and other related peripheral equipment such as printers and scanners

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; continuous contact with other staff and contact with the public; work may involve stressful situations and include exposure with erratic and sometimes threatening behavior.

DESIRABLE QUALIFICATIONS

The successful candidate would possess a combination of the following related education and experience:

- High School Education 2 points
- GED 1 point
- College Education, 2 points per year 12 points max
- Substantial relevant work experience, with Progressive advancement 20 points max
- In addition, the successful candidate should possess the Following knowledge and special skills: 4 points max
  - Modern office practices, methods, procedures, and automated systems
  - General goals and purpose of public programs
  - English grammar, vocabulary, spelling and punctuation

Minimum points needed for consideration for employment : 1

## DESIRABLE QUALIFICATIONS continued

This class specification lists the major duties and requirements for this position and is not an all-inclusive list. Employees in this position may be expected to perform additional job duties related to those set out above and to the types of activities and functions of the employing department and may be required to have additional job related knowledge and skills.

### Ability to:

- Exercise sound judgement when initiating processes, actions, and alternatives within established procedures and regulations
- Enter data accurately into automated system
- Locate, identify, and correct inaccurate or incomplete information
- Communicate effectively verbally and in writing with individuals from diverse socioeconomic and cultural backgrounds
- Establish and maintain cooperative working relationships with the public and staff
- Follow written and oral directions and instructions

### TRAINING AND EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

### EDUCATION:

Graduation from an accredited secondary school, or a GED

### SPECIAL REQUIREMENTS:

Possession of a valid driver's license at the time of application and maintained throughout employment is a requirement for hiring and retention.

**I. ESSENTIAL FUNCTIONS (ADA)**

**PHYSICAL REQUIREMENTS:**

**Frequency:** This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed)

E=Daily (From 0-1 hours per day)

B=Seldom (On a quarterly to yearly basis)

F=Daily (From 1-4 hours per day)

C=Occasionally (On a monthly/bi-monthly basis)

G=Daily (From 4-8+ hours per day)

D=Frequently (On a weekly basis)

ACTIVITY			FREQUENCY							
			A	B	C	D	E	F	G	
1.	CLIMBING	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms.			X					
2.	STOOPING	Bending body downward and forward by bending spine at waist.							X	
3.	KNEELING	Bending legs at knee to come to rest on a knee or knees.					X			
4.	CROUCH	Bending the body downward and forward by bending leg and spine.					X			
5.	CRAWLING	Moving about on hands and knees or hands and feet.			X					
6.	REACHING	Extending hand(s) and arm(s) in any direction.							X	
7.	STANDING	Standing for long periods of time.					X			
8.	WALKING	Moving about on foot.							X	
9.	SITTING	Sits for extended periods of time.							X	
10.	PUSHING	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	X							
11.	PULLING	Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.		X						
12.	FINGER DEXTERITY	Picking, pinching, typing, or otherwise primarily working with fingers rather than the whole hand or arm.								X
13.	GRASPING	Applying pressure to an object with the fingers and palm.							X	
14.	FEELING	Perceiving attributes of objects, such as size, shape, temperature, texture, by touching with skin					X			
15.	TALKING	Expressing or exchanging ideas by means of the spoken word.								X
16.	HEARING	Receive detailed information through oral communication.								X
17.	BALANCING	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces (exceeds that needed for ordinary locomotion and maintenance of body equilibrium).			X					

**II. ESSENTIAL FUNCTIONS (ADA)**

***VISUAL REQUIREMENTS:***

***Frequency:*** This factor includes the frequency to which the task appears while performing the overall job.

*A=Rarely (Once or twice, or never performed)*

*E=Daily (From 0-1 hours per day)*

*B=Seldom (On a quarterly to yearly basis)*

*F=Daily (From 1-4 hours per day)*

*C=Occasionally (On a monthly/bi-monthly basis)*

*G=Daily (From 4-8+ hours per day)*

*D=Frequently (On a weekly basis)*

<i>ACTIVITY</i>		<i>FREQUENCY</i>						
		<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
1.	Work performed requires the ability to see distances under 12 inches.						X	
2.	Work performed requires the ability to see at an arm's length.							X
3.	Work performed requires the ability to see distances over 20 feet.					X		
4.	Work performed requires the use of both eyes (field of vision).							X
5.	Work performed requires the ability to distinguish basic colors.						X	
6.	Work performed requires the ability to distinguish shades of color.		X					
7.	Work performed requires depth perception.						X	

***OTHER FUNCTIONAL REQUIREMENTS:***

<i>ACTIVITY</i>		<i>FREQUENCY</i>						
		<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
1	Operates truck, tractor motor vehicle, forklift or other moving equipment.					X		
2	Repetitive use of foot control. right only				X			
	left only				X			
	both				X			
3	Repetitive use of hands. right only						X	
	left only						X	
	both							X

### III. ESSENTIAL FUNCTIONS (ADA)

**WORKING CONDITIONS:**

**Frequency:** This factor includes the frequency to which the task appears while performing the overall job. A=Rarely (Once or twice, or never performed) E=Daily (From 0-1 hours per day)  
 B=Seldom (On a quarterly to yearly basis) F=Daily (From 1-4 hours per day)  
 C=Occasionally (On a monthly/bi-monthly basis) G=Daily (From 4-8+ hours per day)  
 D=Frequently (On a weekly basis)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Works outside in various types of weather.				X			
2.	Works inside.							X
3.	Works in extreme cold, below 32 degrees F, for more than 1 hour.	X						
4.	Works in extreme heat, above 100 degrees F, for more than 1 hour.	X						
5.	Worker is subject to vibration (oscillating movements of the extremities or whole body).	X						
6.	Works in excessive humidity.	X						
7.	Works in a dry atmosphere.	X						
8.	Works in environment with constant noise (to cause worker to shout to be heard).	X						
9.	Exposed to dust.	X						
10.	Exposed to silica.	X						
11.	Exposed to fumes, smoke, or gases (anesthetic gases, ethylene oxide, etc.)	X						
12.	Exposed to grease and oils (air and/or skin exposure).	X						
13.	Exposed to electrical energy.	X						
14.	Exposed to pesticides.	X						
15.	Exposed to solvents or other chemicals. (Specify types of chemicals--air and/or skin exposure)	X						
16.	Works on slippery or uneven surfaces.	X						
17.	Works around machinery with moving parts or stationary equipment.	X						
18.	Works around moving objects or vehicles.						X	
19.	Works on ladders or scaffolding.	X						
20.	Works below ground.	X						
21.	Works with hands in water.	X						
22.	Works in confined spaces.	X						
23.	Other - Specify							

**IV. ESSENTIAL FUNCTIONS (ADA)**

**PHYSICAL EXERTION:**

<b>ACTIVITY</b>		<b>WEIGHT/HOURS PER DAY</b>						
		<b>Up to10 lbs.</b>	<b>11-25lbs.</b>	<b>26-50 lbs.</b>	<b>51-75 lbs.</b>	<b>76-100 lbs.</b>	<b>Over 100 lbs.</b>	<b># hours per day</b>
1.	LIFTING		X					
2.	CARRYING		X					
3.	PUSHING		X					
4.	PULLING		X					
5.	REACHING		X					
6.	OTHER (Specify)							