

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Office Assistant I

JOB CODE: 4503/4504

DEPARTMENT: As Assigned

PAY GRADE: 17 (UO)

DATE 12/25/2009

BASIC OBJECTIVES

This is routine general clerical work. The work involves a variety of tasks performed according to established methods and practices. The work is performed under close supervision and differs from that of a secretary in that it entails general office support responsibilities and does not involve supporting an administrative/managerial superior on an individual basis.

JOB TASKS/RESPONSIBILITIES

1. Receives, sorts, and distributes mail and documents; checks documents for accuracy and completeness; contacts requesting or initiating party to secure additional information or clarify discrepancies.
2. Receives and routes telephone calls; maintains logs of telephone calls and visitors; greets visitors to work unit, ascertains the nature of their business and directs to appropriate party or office.
3. Operates typewriter to prepare/complete form letters, standard forms, and documents; files correspondence and documents and maintains office records and files.
4. Operates CRT keyboard to obtain or verify information and prepares source documents for data entry.
5. Operates copy machines to reproduce documents, correspondence, etc.
6. Assists other specialized clerical or administrative support personnel as assigned or required.
7. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The work is performed indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. General clerical experience preferred.
3. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 2/11/86, 04/19/93, 01/29/01, 01/15/2004
12/25/2009 = paygrade 16 to 17