

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Office Assistant III
Department: General
Revised : November 2011

Class : Administrative Support
FLSA: Non-exempt

This job description supersedes any prior description for the Office Assistant III classification.

GENERAL DESCRIPTION

Varied clerical work of moderate responsibility involving the application of the appropriate guidelines or regulations used in a variety of tasks. Supervision is received from an administrative superior who reviews work through periodic conferences and analysis of work completed.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Processes incoming and outgoing mail; routes documents to the proper source.

Greets the public; answers questions from the public in person and by telephone; gives out specific information and instructions; sets up appointments.

Orders office supplies; processes invoices for payment.

Issues applications and/or permits for departmental services; gives out specific information and instructions.

Types routine letters and memos from specific guidelines and proofreads them for accuracy; types labels and file cards.

Maintains and/or processes a variety of departmental records, forms, reports, logs, and files.

Performs duties of other positions of the same or higher classification level as necessary.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of postal rules and regulations.

Ability to screen communications and, based on content, handle independently or route to proper source.

General knowledge of office practices and procedures; working knowledge of arithmetic and its uses in general office work.

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Ability to compile information based on general instructions; record information and to balance figures; ability to learn and apply specific laws, departmental rules and regulations relating to verifying, processing, and maintaining records and documents.

Ability to type with accuracy at a minimum speed of 40 words per minute, with correct spelling, grammatical structure, punctuation, and without typing errors; ability to proofread; ability to use judgment in organizing and establishing arrangement and format, and to perceive sentence and grammatical structure from dictation or dictating equipment.

Ability to utilize computer software applications including Microsoft Word and Excel.

Ability to gather and give basic information and instructions regarding departmental programs based on inquiries; learn a general knowledge of persons and agency programs; and to schedule appointments and meetings.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school and one year of clerical experience, preferably supplemented by community college courses in secretarial science or business administration. A valid driver's license may be required dependent upon the department assigned to and the specific job responsibilities of the position.

**This job description does not create an employment contract,
implied or otherwise.**