

Office Assistant

(Part time)

General Statement of Duties:

The incumbent is responsible for performing a wide range of clerical and record-keeping duties for the smooth and efficient operation for the Chatham Health District. This varied and diverse clerical work performed under general supervision. Position requires knowledge of office procedures. Clerical duties assigned may include, but are not limited to, answering telephones, directing patrons, composing routine letters, proofreading and filing. Strong computer and people skills are required.

Examples of Work:

- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information and address complaints.
- Answer telephones, direct calls, and take messages.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Compile, copy, sort and file records of office activities, business transactions, and other activities.
- Maintain and update filing, inventory, mailing and database systems, using a computer.
- Compute, record, and proofread data and other information, such as records and reports. Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
- Inventory and order materials, supplies, and services.
- Review files, records, and other documents to obtain information to respond to requests.
- Process and prepare documents, such as business or government forms and expense reports.
- Prepare meeting agendas, attend meetings, and record and transcribe minutes if necessary.
- Other duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of office terminology, procedures and equipment and of business arithmetic and English; ability to take and transcribe dictation at a reasonable rate of speed; ability to understand and follow oral and written directions; ability to get along well with other; ability to write legibly; clerical aptitude; mental alertness; tact and courtesy; good physical condition.

Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

Speaking – Talking to others to convey information effectively.

Writing – Communicating effectively in writing as appropriate for the needs of the audience.

Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.

Mathematics – Using mathematics to solve problems.

Acceptable Experience, Education and Training:

Graduation from high school and two (2) years of employment in an administrative assistant/secretarial capacity, or an Associate's degree in secretarial/business science or related field and one (1) year administrative assistant/secretarial experience.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in office settings. The noise level in the work environment is usually quiet in the office.

General Guidelines:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as needs of the employer and requirements of the job change.