



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

OFFICE ASSISTANT

Group-Section: Various	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 26 Job Code #: UA11
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JOB SUMMARY

This is an entry level position performing Office Assistant job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level follow well defined, established work methods, procedures, and guidelines; deviations must be authorized.

OVERSIGHT

Supervision Received: For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions, the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

Supervision Given: None

JOB DUTIES

1. Types, formats, and edits documents; proofreads for proper spelling, punctuation, and grammar.
2. Answers, screens, and refers telephone calls, takes messages, and assists customers.
3. May open, sort, and distribute mail; sends and receives faxes; routes documents for required signatures.
4. Sorts, copies, compiles, and distributes documents and materials. Retrieves, creates, and maintains files.
5. Maintains calendars, makes meeting arrangements, and provides meeting room set-up assistance.
6. Performs other related Office Assistant job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or general education development test (GED).

Required Knowledge of: Alphabetical and numerical filing; correct punctuation, spelling, and grammatical usage; basic arithmetic; and current office technology and equipment.

Required Skills and Abilities to: Apply office procedures; maintain files and records; follow instructions; make arithmetic computations; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.