



**TAHOE CITY PUBLIC UTILITY DISTRICT**  
**Job Description**

<b>Job Title:</b>	<b>Office Assistant</b>
<b>Department:</b>	<b>As Assigned</b>
<b>Supervised By:</b>	<b>As Assigned</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Revised as of :</b>	<b>January 2015</b>

**JOB SUMMARY**

To perform a wide variety of general clerical duties in support of specific functions and programs within the department assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned department manager.

**ESSENTIAL FUNCTIONS**

The duties listed 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.

- Screen calls and visitors, and refer inquiries as appropriate.
- Answer the telephone and assist the general public and District staff, providing information on assigned District programs, policies and procedures.
- Type and produce a variety of documents, correspondence, agendas, budgets, mailings, brochures, and presentation materials from rough draft, notes, or general instructions utilizing Word, Excel, PowerPoint and/or similar software packages.
- Proof, print, copy, and distribute District flyers and correspondence.
- Perform a wide variety of routine clerical work including filing, billing, checking, tracking, recording information, and processing personnel, payroll, purchasing or other information.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- May attend and take notes during meetings for minutes; transcribe tapes into minutes; copy and mail minutes and any other information to meeting attendees.
- Process bills for payment; code bills; maintain records relating to receipt and payment of bills.
- Arrange meetings, initiate facility set-up, schedule participants, distribute notifications and mailings, and prepare agendas.
- Maintain a variety of mailing lists; keep lists current; print labels for staff usage.
- Organize and maintain a variety of filing systems.
- Perform related duties as required.

## **EMPLOYMENT STANDARDS**

### **1. Knowledge of:**

- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, typewriters, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Basic mathematical ability including addition, subtraction, multiplication, and division, and basic bookkeeping practices.
- Safe work practices.
- Principles and practices of customer service.

### **2. Ability to:**

- Type and compose a variety of business correspondence including letters, memos, reports, mailing lists, etc.
- On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 75 pounds or less.
- Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Understand and carry out oral and written directions, and prioritize workload to meet deadlines.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

## **EDUCATION AND TRAINING REQUIREMENTS**

### **1. Education and Experience Requirements:**

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Completion of the twelfth grade or equivalent, to include the ability to read and write at a level required for successful job performance.

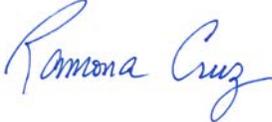
Experience: Two (2) years of general clerical experience.

**2. Certification & Licensing Requirements:**

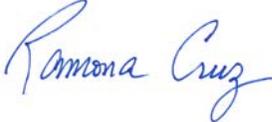
- Possession of appropriate and valid driver's license and driving record that complies with District policy.

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and conditions. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

**Reviewed by:** 

**Date:** 01/15/2015

**Classified by:** 

**Date:** 01/15/2015

**Approved by:** 

**Date:** 01/15/2015