



JOB DESCRIPTION -- DRAFT

Job Title: Office Assistant

Pay Grade: 5

Classification & FLSA Status: Support – Non-Exempt SOC 43-9061.00

Summary: Performs varied clerical and accounting tasks, does related office work as required, and covers the Administrative Offices over the lunch period.

Supervised by: Comptroller & Facilities Manager, Library Director

Supervises: N/A

ESSENTIAL FUNCTIONS:

- Work at a reception desk and screen visitors to the library administrative offices.
- Assist comptroller with accounting processes, if needed.
- Reconcile bank statements and/or other financial documents.
- Help maintain files related to accounting documents and library administration.
- Assist with fixed asset and inventory control.
- Make copies, assemble information packets, or other clerical duties as needed.
- Make bank deposits.
- Perform library shopping tasks as directed.
- Travel between library branches as needed or scheduled.
- Make phone calls to vendors or others regarding library business.

OTHER JOB FUNCTIONS:

- Assist the Public Relations Specialist and/or Grants & Exhibits Specialist as needed with mailings or other tasks.
- Successful completion of competency training and annual competency testing.
- Other duties as assigned.

QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES: Skills in use and operation of calculator, fax, copier, computer, and related software applications. Proficiency in mathematics, ability to follow complex oral and written directions; ability to get along well with others; demonstrated ability to maintain complex clerical records; ability to work accurately with statistical and financial data; general knowledge of bookkeeping procedures.

EXPERIENCE AND TRAINING: Completion of high school or equivalent, preferably supplemented by two years of college work including business and accounting courses; or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

DESIRABLE QUALIFICATIONS: Valid driver's license required. Associate's degree or higher in accounting or administrative support preferred. Experience in an office setting and with telephone or in-person customers is desired.

PHYSICAL REQUIREMENTS:

WORK ENVIRONMENT: The work 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 of the position.

The work environment involves everyday risks or discomforts requiring normal precautions typical of such places as offices, meeting and training rooms, libraries, and commercial vehicles, i.e., 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. The noise level in the work environment is moderately quiet.

Positions in this class typically require sitting, standing, walking, fingering, grasping, talking, hearing, and seeing. Work includes prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling and pushing activities, manual dexterity, clear speech, and visual hearing acuity. Must have the ability to operate a personal computer and keyboard, printers, telephone, and other office equipment.

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.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Employee is asked to sign a copy of his/her job description to acknowledge receiving a copy and being given an opportunity to review and clarify job duties.

Signature of Employee _____

Date _____

Last updated: DRAFT 7/24/2018 ~~4/22/2014~~