

CITY OF NEWBERG POSITION DESCRIPTION

Class Title: **Office Assistant (Part-time)**

Job Range: 109

Department: Fire

Date: May, 2014

Location: Fire Station 20

I. GENERAL PURPOSE:

This position performs a variety of routine clerical and general office assistant work. This position is a 24 hour per week position and is eligible to receive pro-rated sick leave, vacation, and holiday accrual benefits.

II. SUPERVISION RECEIVED:

This position works under the direct supervision of the department support services manager and the general, management of the fire chief, according to the departments established chain of command.

III. SUPERVISION EXERCISED:

None.

IV. ESSENTIAL DUTIES AND RESPONSIBILITIES:

This position performs routine clerical work such as:

- Be able to speak, read, and write in English;
- Welcome the public and answer questions;
- The ability to write clear and accurate correspondence;
- The ability to maintain a high level of confidentiality;
- The ability to answer continuously busy telephones, multiple inquiries, and screen calls for appropriate transferring of calls to voicemail and/or the appropriate person or department
- Be able to provide excellent customer service to the public, as well as to staff.
- Data entry and basic word processing.
- Assists the department support services manager and supports staff with general projects and tasks as assigned.
- Filing, photocopying, scanning, indexing, and general office organization.
- Multi-task and use common sense in a fast-paced environment.
- Accept direction, comply with policy and instructions, and work independently without close supervision.
- Possess a clear and valid Oregon Drivers License.
- Other duties as assigned, such as scheduling meetings and events' coordination.

V. DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

(A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, word processing, computers, and;

(B) Two year related experience (receptionist/clerical), or any combination of related education and experience.

Necessary Knowledge, Skills, and Abilities:

A working knowledge of computers and electronic data processing (Word, Excel, Publisher being the most prominent); working knowledge of modern office practices and procedures; some knowledge of department/governmental agencies is desirable.

VI. TOOLS AND EQUIPMENT USED:

Personal computer, word processing and databases, printer/copy/scan/fax machine, laminator, comb-binder, and calculator.

VII. PHYSICAL DEMANDS:

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 sit, stand, bend, talk, hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to fifty (50) pounds.

VIII. 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.

The noise level in this work environment is usually noisy (telephones, office equipment, radios, voices, and apparatus leaving and returning to the station).

IX. ELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; ability to pass an extensive background check, including fingerprint check; job related tests may be required.

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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This job description is designed to give general information and is not all encompassing.

Approval: 
Department Head

Approval: 
City Manager

Effective Date: May, 2014