

Job Title: OPS Administrative Services Assistant

Compensation: \$15.75 - \$15.75

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 2

Position Summary:

Incumbents perform routine clerical functions such as data and document processing, and provide routine customer service. Responsibilities may include performing data entry; verifying data; filing; scanning documents; directing phone and walk-in customers; and receiving and distributing mail.

Requirements:

Education:

High School Diploma or equivalent (GED).

Experience:

6 months experience.

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Customer service principles;
- Modern office procedures, methods, and equipment;
- Basic filing and record keeping principles;
- Basic office equipment maintenance procedures;
- Computers and related software applications.

Skills:

- Providing customer service;
- Filing;

- Using modern office equipment;
- Preparing and maintaining records and files;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Performs various routine clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; greeting visitors; keyboarding information into databases; scanning and/or faxing documents; and performing related duties.	Daily 55%
2.	Prepares, reviews, and/or processes a variety of routine correspondence, reports, information, paperwork, invoices, forms, and/or other related information in assigned area of responsibility; maintains records and databases.	Daily 25%
3.	Files documents alphabetically, numerically, or by other prescribed methods.	Daily 10%
4.	Processes, receives, sorts, and distributes a variety of correspondence and mail.	Daily 10%
5.	Performs other duties of a similar nature or level.	As Required

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