

San Diego Community College District

NANC JOB DESCRIPTION

Title: Office Assistant I

Unit: Non-Academic/Non-Classified Service

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Job Code: N1590

Original Date: 02/2013

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of an assigned supervisor or manager, perform clerical and typing work.

DESIRABLE QUALIFICATIONS:

Knowledge of modern office practices, procedures, and equipment, including computer hardware and software; record-keeping techniques; English usage, grammar, spelling, punctuation, and vocabulary; oral and written communications skills; and record-keeping techniques. Ability to perform clerical work of average difficulty, operate computer hardware and software applications necessary for assignment, accurately and efficiently enter and retrieve data and information, type/keyboard at a moderate rate of speed, understand and follow oral and written directions, communicate effectively both orally and in writing, establish and maintain effective working relationships with others, maintain records, and prepare reports. Sufficient training and experience to satisfactorily perform assigned duties.

TYPICAL DUTIES INCLUDE:

- Perform a variety of clerical work including typing, filing, proofreading, verifying, and posting information to records related to the function to which assigned.
- Type reports, correspondence, and other material.
- Check and review data for completeness and conformance with established regulations and procedures.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons.
- Operate standard office machines and equipment, including computer hardware and software.
- Explain District policies, regulations, and procedures.
- Receive, open, sort, and route mail.
- Manage calendars and set appointments.
- Duplicate, assemble, collate, and staple materials.
- Maintain files and records.