



OFFICE ASSISTANT 2

**Department: Various**  
**Job Class #: 116700**  
**Pay Range: General 12**

**FLSA: Non-Exempt**  
**Represented: Both**

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class and are **not** intended to reflect all duties performed within the job.

**GENERAL FUNCTION:**

This is varied administrative and clerical support work performed for various departments and offices within Pierce County. Work is procedural in nature and involves different and unrelated moderately complex processes and methods.

**SERIES CONCEPT:** This job series consists of four levels. The Office Assistant 2 is the second level in the series. This job class is distinguished from the Office Assistant 1 by performing varied and more complex and substantive administrative support assignments with increased volume and complexity of guidelines requiring a greater degree of interpretation.

**ESSENTIAL FUNCTIONS:**

- Prepare a variety of routine material and correspondence from written material and recording; proofread and ensure correct grammar, spelling, punctuation and capitalization on department correspondence.
- Organize, maintain and retrieve information and documents from files and records.
- Process requisitions, vouchers and invoices; validate payments and place orders for department.
- Perform timekeeping functions for work unit or department; complete time records; compute time; maintain leave status records and monitor leave balances.
- Maintain simple bookkeeping, financial and statistical records requiring some technical accounting knowledge; receive and receipt various payments, fees and fines; makes proper distribution and record entries, or code incoming material for further processing.
- Perform receptionist and general office duties; respond to routine inquiries by telephone or person-to-person; fulfill requests for publications or office supplies.
- Take minutes at meetings. Operate standard office equipment such as copiers, typewriters, personal computers or word processors, postage machines, calculators and recorders. May verify, code and proofread input and output data.
- Assist in specially assigned data searches to develop or recover information from non-standard sources. Assist in the compilation and evaluation of data to meet defined objectives.
- Receive and process routine to moderately complex forms and applications, i.e., determines regulatory or procedural compliance; computes or verifies data, fees or payments; assists in the proper completion of forms or documents; and researches governing directives to answer questions and resolve routine problems encountered. May also provide information and advice in response to questions raised by the public served.
- May assist in the training other clerical staff.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.

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- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under an administrative supervisor with the employee expected to plan work independently after objectives, priorities and deadlines have been defined. Guidelines are available in clearly defined policies, procedures, instructions and performance standards. Discretion and judgment are used in selecting and applying the most appropriate guidelines, references and procedures. The Office Assistant 2 does not supervise lower level staff but provides training, assistance and guidance as needed.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Office Assistant 2 works in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise. For positions in the Sheriff's Department work may be performed within the confined area of a maximum security correctional and detention facility and may involve exposure to inmate population.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. The Office Assistant 2 classification is used in numerous departments throughout the County. Positions may vary in physical activities depending on the location of the position. Typical physical activities include finger dexterity to operate equipment used in the position, talking, seeing, and hearing. Occasional and frequent walking, sitting, bending/stooping, pushing/pulling and minimal lifting up to 20lbs may be associated with the classification. Ability to travel to attend meetings away from regular work site may be required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

- General office procedures and practices.
- Spelling, punctuation and rules of grammar.
- Basic bookkeeping and/or cashiering methods and practices as required by the position.
- Functions, policies, formats, and clerical procedures of the work unit.

##### **Skill in:**

- Utilizing a word processor or personal computer at an acceptable level of proficiency as required of the position; and operating standard office machines.

##### **Ability to:**

- File alphabetically, numerically, or by other predetermined classifications.
- Learn assigned clerical and administrative tasks readily and adhere to prescribed office routines.
- Apply sound judgment in making decisions independently in accordance with established policies,

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procedures and regulations.

- Maintain a courteous attitude toward the public and fellow employees, even in stressful and unpleasant situations.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** One year of general clerical work experience. Additional education or related experience may substitute for the recruiting requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Ability to successfully complete Pierce County background investigation. Some positions may require possession of, or the ability to obtain a valid Washington State Driver's License when travel is required.

**ADDITIONAL SPECIAL REQUIREMENTS FOR THE SHERIFF'S DEPARTMENT:** Prior to being hired in the Sheriff's Department, a candidate must successfully complete the Pierce County Sheriff's Department background investigation, which may include a medical physical examination, behavioral assessment and polygraph. *Internal promotional requirements are two years experience as an Office Assistant 1 within the Sheriff's Department.*