

City of Dallas
Classification Specification

Title:	Office Assistant	Class Code:	32401
Application:	Career Series	Pay Grade:	B
Supplemental/Code:	Clerical/4	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose:

Performs entry to intermediate level office support functions, including clerical, bookkeeping, mail processing, payment processing, secretarial duties, and operating office and related equipment. Maintains filing systems, and supports payroll function.

Essential Functions:

1. Performs a variety of office support duties including completing forms, maintaining logs, collecting money, preparing cash reports, and compiling and organizing data to facilitate routine paperwork processing.
2. Performs receptionist activities and communicates with a wide variety of people in person and by telephone including citizens, employees, agencies, other city departments, and vendors to provide information and direction.
3. Performs secretarial duties to support a manager or group of managers. Answers telephone, takes messages, schedules appointments. Prepares, reviews and proofreads correspondence, memos and reports to be signed by the supervisor to ensure accuracy. Performs a wide variety of office activities such as processing payment invoices, maintaining filing systems, tracking deadlines, attending meetings and taking minutes, making travel arrangements, processing mail, preparing payroll, handling petty cash and data entry to assist with office operations.
4. Performs mail clerk duties. Sorts and distributes all incoming inter-office and U.S. mail and processes all outgoing mail to ensure written communication is distributed to all city departments in a timely manner. Picks up and/or delivers inter-office and outgoing mail at different city locations to ensure prompt mail distribution. Sorts inter-office and incoming U.S. mail. Weighs mail and calculates postage rates for the different classes of mail. Operates postage meter to ensure correct amount of postage is applied. Operates reproduction equipment to make copies for those requesting copy services.
5. Performs bookkeeping duties. Prepares and maintains individual ledger accounts to provide details of financial transactions. Inputs data into accounting system to accurately process financial transactions. Verifies and maintains accurate financial information by obtaining, reconciling, and correcting reports to ensure accuracy of financial reporting. Makes adjusting entries to financial transactions. Processes payments by completing supporting documents and crediting/debiting correct funds in the City's accounting system for accurately tracking fund expenditures.
6. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Knowledge of correct grammar, spelling, and punctuation.

Ability to operate a computer or typewriter keyboard with accuracy.

Ability to attend to routine tasks and check paperwork for accuracy and errors.

Ability to use office machines including typewriter, copier, fax machine.

Ability to communicate effectively orally including excellent telephone etiquette.

Ability to operate mail inserting machines and remittance processing machines are required by some positions

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.