

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Office Assistant II</b>	<b>Class Code:</b>	<b>32402</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>D</b>
<b>Supplemental/Code:</b>	<b>Office and Clerical/4</b>	<b>Established:</b>	<b>10/01/00</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

---

**Position Purpose:**

Performs intermediate to advanced-level office functions including completion of difficult and complex clerical activities requiring judgment and independent decision-making, and resolves citizen complaints. May lead the work and train other office staff.

**Essential Functions:**

1. Performs lead worker supervision of other clerical staff including reviewing work for accuracy, training, and making recommendations on employee performance evaluations.
2. Provides guidance to clerical and administrative staff in the application of procedures relative to specific functional areas to ensure proper procedures are consistently followed.
3. Processes applications for various permits, researches records and plat books to determine if application meets criteria, issues permits, collects and records fees, operates computer to update files.
4. Operates computer terminal to update criminal information in computer information system.
5. Oversees and participates in difficult and complex clerical activities such as coordination of work on special projects involving gathering of data and researching files to assemble accurate and complete information.
6. Processes personnel forms in departments complete forms to appoint, change, and terminate employees; processes new employees, assembles appropriate documentation and submits for approval.
7. Performs clerical tasks such as computer-based report generation, posting to ledgers, calculating balances and totals, and processing vouchers and payments to facilitate smooth office operations.
8. Operates a wide variety of office machines such as computer, typewriter, fax, and copier including troubleshooting minor maintenance problems on equipment to ensure effective operations.
9. 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. Contacting vendors regarding account/payment.
10. Regular, reliable and punctual attendance is an essential function of the job.

**Class Code: 32402**

**Knowledge, Skills, and Abilities Required to Perform Work:**

Knowledge of correct grammar, spelling, and punctuation.

Ability to communicate effectively orally including excellent telephone etiquette.

Ability to perform complex arithmetic calculations when assigned to payroll or related duties.

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

Ability to provide lead worker supervision to clerical staff members.

Ability to operate office machines including computer, typewriter, copier, and fax machine.

Proficiency in operating word processing and spreadsheet software.

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.