



JOB TITLE:	OFFICE ASSISTANT - BUS	DIVISION:	BUS
REPORTS TO:	SUPERVISING ADMINISTRATIVE ASSISTANT	EEO CATEGORY:	06 - CLERICAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general supervision, provides diversified clerical support for the Bus Division which may include: typing, word processing, answering telephone calls, photocopying, record keeping, filing, ordering of supplies, faxing and other office tasks, and other duties as assigned. Requires use of independent judgment, initiative, and a working knowledge of standard office practices and procedures to carry out day-to-day activities. All clerical positions have supervision available in non-routine circumstances.

Essential Responsibilities

- Proofread and check typed correspondence for accuracy, completeness, and compliance with departmental policies, and correct English usage including grammar, punctuation and spelling
- Compose routine correspondence and reports from brief instructions
- Order, stock, organize, and distribute office supplies
- Verify and process checks received for Bus Division to Accounting
- Data entry required at times
- Provide back-up coverage and assistance during administrative staff absences
- Maintain records and process forms such as personnel forms, purchase requisitions and orders, and forms specific to the Bus Maintenance Department
- Research and compile information from files or other sources
- Receive and screen visitors and telephone calls; provide factual information to other District staff, representatives of other organizations, and the public
- Open and distribute mail, may process outgoing mail, including certified mail at the Post Office
- Know and follow the safety and health rules and safe working practices applicable to his or her job
- Performs additional related duties as assigned
- Regular and reliable attendance and performance are required



Required Knowledge, Skills and Abilities

Knowledge of:

- Office practices and procedures, including the operation of a variety of standard office equipment
- Correct English usage, including spelling, grammar, and punctuation

Ability to:

- Maintain confidentiality and appropriately protect information and documents required
- Compose business letters and prepare standard formats for typed and word-processed materials
- Use initiative and sound independent judgment within established guidelines
- Organize and maintain office files
- Type 40-45 wpm using personal computers
- Maintain records, compile reports and make accurate basic mathematical calculations
- Establish and maintain cooperative, effective, productive working relationships
- Understand and carry out oral and written instructions
- Organize work, set priorities, meet critical deadlines, and complete assignments with minimal supervision
- Enter and retrieve data using a computer and following established formats
- Use the MS Office – Outlook, Excel, Word, PowerPoint, and Access

Minimum Qualifications

Education and/or Experience:

- Two years of recent full-time position-related office experience in MS Office (such as Outlook, Excel, Word, Power point, and Access), supply ordering, and managing office calls.

Physical Requirement:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to lift boxes weighing approximately up to 40 pounds. Ability to climb ladders for storing or retrieving supplies. May sit for long periods of time at a personal computer. Routine use of computer, telephone and other office equipment.