

SNOHOMISH COUNTY JOB DESCRIPTION

OFFICE ASSISTANT I

Spec No. 6143

BASIC FUNCTION

To perform a variety of routine office duties.

STATEMENT OF DUTIES

1. Types tables, statements, cards, envelopes, and forms and routine correspondence utilizing word processing equipment or a typewriter.
2. Opens, sorts, and delivers mail; prepares correspondence and related materials for outgoing mail; hand delivers materials as requested.
3. Files materials alphabetically, numerically, and/or chronologically; retrieves materials from files as requested.
4. Operates standard office equipment such as adding machines, copy machines, posting machines, telephones, and typewriters; may enter data on computer terminals.
5. Receives and directs the public to the appropriate person or department; answers telephones and takes basic telephone messages.
6. Prepares lists of numerical or written items; copies data from one form or record to another; makes simple arithmetic calculations.
7. May perform routine administrative tasks such as maintaining conference room calendars and completing supply requisitions.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests. Prefer six (6) months typing experience.

KNOWLEDGE AND ABILITIES

Knowledge of:

- rules of grammar, spelling, punctuation, and word usage;
- standard office practices and procedures.

Ability to:

- type accurately;
- follow oral and written instructions;
- do repetitive tasks;

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- deal courteously with the public;
- operate standard office equipment including telephones, typewriters, and adding machines;
- make simple arithmetic calculations.

SUPERVISION

Employees receive close supervision from a supervisor or administrative superior as assigned. Specific instructions are given for most assignments. The work is reviewed for completeness and accuracy or the employees perform tasks which have checks built into the nature of the work.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1986
Previous Spec No. 710700
Revised: July 1988, January 2006
Replaces: Secretary I and Clerk
EEO Category: 2 – Administrative Support
Pay Grade: 302 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous