

ATTORNEY GENERAL
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES

Office Assistant

SERIES NUMBER

12511AG

MAJOR AGENCIES

Attorney General only

EFFECTIVE

6/24/1991

SERIES PURPOSE

The purpose of the office assistant occupation is to perform a variety of clerical & typing tasks in order to provide general office work in support of an organization unit.

At the lower level, incumbents perform primarily clerical tasks, although typing is also a major duty. At the higher level, incumbents produce more complex typed materials while continuing to perform a variety of clerical tasks.

Clerical positions that do require typing less than 20% of the time are classified in the Clerk series. Positions performing administrative duties along with clerical duties are classified in the Secretary series.

CLASS TITLE

Office Assistant 1

CLASS NUMBER

12511AG

PAY RANGE

25

EFFECTIVE

06/24/1991

CLASS CONCEPT

The entry level class works under immediate supervision & requires some knowledge of clerical systems or procedures & typewriting format & procedures in order to perform basic clerical duties & produce basic, repetitive typed materials (i.e., simple, repetitive data which does not involve establishment of document formats or corrections of punctuation & grammar).

CLASS TITLE

Office Assistant 2

CLASS NUMBER

12512AG

PAY RANGE

26

EFFECTIVE

06/24/1991

CLASS CONCEPT

The full performance level class works under general supervision & requires considerable knowledge of clerical procedures & typewriting format & procedures in order to provide full range of general office work & produce routine typed materials (i.e., documents requiring formatting & correction of punctuation & grammar).

CLASS TITLE

Office Assistant 3

CLASS NUMBER

12513AG

PAY RANGE

27

EFFECTIVE

06/24/1991

CLASS CONCEPT

The full performance level class works under general supervision & requires considerable knowledge of typewriting format & procedures & clerical procedures in order to produce complex technical material (i.e., documents requiring use of legal, scientific, medical, statistical or foreign language terminology & applications) & provide full range of general office work.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Office Assistant 1	12511AG	45	06/24/1991	25

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Types basic, repetitive materials (e.g., forms, form letters, labels), proofs typing & makes corrections.

Performs basic clerical duties (e.g., picks up, opens, stamps, sorts, distributes & sends out mail; counts, alphabetizes, separates, collates, codes, sorts, logs, staples &/or stuffs mail, forms, correspondence &/or filed information; files correspondence, reports, records, cards, documents or other materials; retrieves files for requested information or materials; makes minor additions, deletions & adjustments to filed information or other materials; picks up & distributes materials; hand addresses mail; answers telephone & takes messages or refers calls; photocopies; greets visitors).

MAJOR WORKER CHARACTERISTICS

Knowledge of general office practices & procedures*; agency-specific office practices & procedures*; addition & subtraction. Skill in typing; operating some office machines (e.g., address-o-graph)*. Ability to carry out simple instructions; carry out detailed but basic written or oral instructions; deal with problems involving few variables within familiar context; read, copy & record figures; answer routine inquiries from public; complete routine forms or records; move fingers easily to perform functions repeatedly; proofread typed material, recognize errors & make corrections.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Typing skill of 45 words per minute; formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Confined to work area for long periods of time.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Office Assistant 2	12512AG	45	06/24/1991	26

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Prepares routine typed copy from notes or written or Dictaphone material (e.g., reports, articles, correspondence) & proofs & corrects work.

Performs clerical tasks (e.g., sends out mail; receives & distributes mail; receives & logs in material & maintains records; provides basic information to inquirer; answers telephone; orders supplies).

MAJOR WORKER CHARACTERISTICS

Knowledge of general office practices & procedures*; agency-specific office practices & procedures*; addition & subtraction. Skill in typing; transcription*. Ability to carry out detailed but basic written or oral instructions; deal with problems involving few variables within familiar context; read, copy & record figures; answer routine inquiries from public; transcribe dictation; sort mail & arrange items in numerical or alphabetical order; move fingers easily to perform manual functions repeatedly; proofread material, recognize errors & make corrections.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Typing skill of 60 words per minute; 3 mos. trg. or 3 mos. exp. in general office practices & procedures; formal education in arithmetic that includes addition & subtraction & in reading writing & speaking common English vocabulary.

-or 4 mos. exp. as Office Assistant 1, 12511.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Confined to work area for long periods of time.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Office Assistant 3	12513AG	45	06/24/1991	27

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Types complex technical material (i.e., documents requiring use of legal, scientific, medical, statistical or foreign language terminology) from notes, written copy, oral instructions or dictating machine, proofs typed documents & makes corrections (e.g., reports, correspondence, charts, briefs, pleadings, decisions & contracts).

Performs clerical tasks (e.g., sends out mail; receives & distributes mail; receives & logs in materials & information; orders supplies; answers telephone; maintains statistics & prepares reports).

Maintains office filing system & searches files for retrieval of material.

MAJOR WORKER CHARACTERISTICS

Knowledge of general office practices & procedures; technical terminology in appropriate area; agency-specific office practices & procedures*; addition & subtraction. Skill in typing; transcription. Ability to carry out instructions in written, oral or picture form; deal with problems involving several variables within familiar context; read, copy & record figures; proofread technical materials, recognize errors & make corrections; copy records precisely without error; transcribe dictation; arrange items in numerical or alphabetical order; sort items into categories according to established methods; move fingers easily to perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Typing skill of 60 words per minute; 9 mos. trg. or 9 mos. exp. in general office practices & procedures; 1 course or 3 mos. exp. in appropriate technical terminology.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Confined to work area for long periods of time.