



City of Casa Grande

### **Office Assistant**

**GENERAL PURPOSE:** Under close supervision, performs basic clerical and administrative duties for an assigned Department.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Answers incoming telephone calls and directs the caller to the correct person or work group, or takes and relays messages as appropriate.
- Performs clerical and administrative duties, including data entry, record keeping, preparing and processing various documents and maintaining files.
- Prepares documents, collects data, and enters information into computer tracking systems; scans, prepares and proofreads documents for distribution.
- Coordinates and schedules meetings and appointments as requested.
- Creates and maintains records and files.
- Provides information and assistance to visitors and others having business with the City; assists customers with applications, government forms and other documents; answers phones; responds to requests for information within the span of authority.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** None.

**JOB DESCRIPTION**  
**OfficeAssistant.doc**

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High School diploma or GED equivalent, and one (1) year of clerical and computer experience.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of City policies and procedures.
- Knowledge of the principles of record keeping and records management.
  
- Skill in data entry.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective oral and written communication.

**Special Requirements:** None.

**Physical Demands / Work Environment:** Standard office environment.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*