



Town of Danville

OFFICE ASSISTANT

DEFINITION

To perform a variety of specialized administrative and clerical duties in support of an assigned department. This is the journey-level class in the clerical series.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel and may receive technical and functional supervision from a higher-level clerical position. This position does not exercise supervision of others.

ESSENTIAL JOB DUTIES

Essential duties may include, but are not limited to the following:

- Provide supervisor and/or department staff with administrative support service; utilize independent judgement and initiative consistent with direction provided.
- Collect information from a variety of documents and/or staff; compile data for reports as assigned.
- Prepare and assemble agendas, reports or other documents; electronically upload reports and documents onto the Town website and other communication platforms.
- Serve as information source to inquiries as assigned and otherwise assist in representing the department by telephone and in person; this includes periodically serving as the Greeter at the Permit and Welcome Center.
- Type, format and edit letters, memoranda, staff reports, marketing materials, public notifications and other documents; proofread for accuracy, correct form, content, spelling, grammar and syntax.
- Coordinate and make travel arrangements; maintain appointment schedules and calendars; attend meetings and conferences as assigned.
- Assist in the maintenance of paper and electronic records and files; serve as a resource for locating files and records.
- Perform accounting functions related to the procurement of supplies, equipment, and professional services, as directed.
- Act as interdepartmental liaison relating to administrative or project support functions, as assigned.
- Perform duties within OSHA standards; and other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, syntax and punctuation.
- Modern office methods, practices, procedures, copier and computer equipment.
- Basic record keeping principles and procedures.
- Business letter and report writing.

Ability to:

- Consistently perform accurate, detailed work.
- Complete assignments on time and consistent with direction provided.
- Communicate clearly and concisely, in both verbal and written form.
- Organize duties and determine priorities to meet assigned deadlines.
- Manage multiple tasks, meet deadlines, and work under time constraints.
- Establish and maintain basic financial records; make mathematical computations.
- Understand the organization and operations of the Town and outside agencies as necessary to effectively perform responsibilities.
- Interpret, explain, and apply operating policies, procedures, and guidelines of Town and department.
- Work cooperatively with other departments, outside agencies, and the public.
- Compile, organize maintain records and files, as directed.
- Be proficient in, and able to assimilate upgrades to, a variety of computer software programs, including proficient use of Adobe and Microsoft software products.
- Operate standard office equipment and machines.
- Type accurately at 55 words per minute.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three (3) years of increasingly responsible clerical work.

Education:

The equivalent of the successful completion of twelfth grade.

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