



CITY OF ALBANY OFFICE ASSISTANT I

DEFINITION

Under direct supervision of the department Director and/or the department Supervisor, perform general clerical duties, basic arithmetical and accounting functions, basic record keeping, greeting the public, and to do other work as required.

EXAMPLE OF DUTIES – duties may include but are not limited to the following:

1. Typing and proofreading department correspondence, memos, flyers, rosters, forms, and commission and committee minutes, agendas, and records;
2. Greeting and providing information to the public in person or over the telephone; acting as the department receptionist;
3. Receiving cash and checks; recording transactions; controlling petty cash; balancing daily cash drawer; preparing bills and claims and other financial reports;
4. Operating PC computer, copy and adding machines, department appliances, and phone system;
5. Maintaining file system; sorting and filing documents, correspondence, personnel records, chronicle files, and other records.

QUALIFICATIONS

Graduation from high school, with courses in typing and office practices.

Ability to: perform general office work; make basic arithmetic and accounting computations; file accurately; greet public with courtesy and tact; follow written and oral directions; proofread written material; type at a speed of 45 accurate words per minute.