

CITY OF BISHOP
PART-TIME OFFICE ASSISTANT

PART-TIME OFFICE ASSISTANT POSITION – Minimum qualifications include two years of clerical/office experience, general accounting and record keeping, basic PC, word processing and spreadsheet skills, and proficient verbal and written skills. Potential flexibility for hours and work days but will not exceed an average of 20 hours per week. Job description and application forms are available at Bishop City Hall, 377 West Line Street, P. O. Box 1236, Bishop, California 93515 or online at www.ca-bishop.us. Telephone 760-873-5863. Salary range \$13.25 to \$15.25 per hour. Applications accepted until 4:30 p.m. Thursday, June 20, 2013.

CITY OF BISHOP
PART-TIME OFFICE ASSISTANT

GENERAL DESCRIPTION:

As a member of the City Hall office staff, and while working almost continuously with and under direction of others, the Part Time Office Assistant performs a variety of clerical and other duties in support of City services.

JOB TASKS

The tasks Part Time Office Assistant performs include:

- Perform all tasks in a courteous, effective, and professional manner, including when working with those that are unhappy with City services or policies or are otherwise difficult.
- Perform all tasks in a manner that supports an effective City of Bishop team.
- Answer and re-direct phone calls and take messages. Provide information by phone and direct callers to appropriate staff.
- Make phone and in-person inquiries on a variety of subjects including those related to City purchases.
- Greet visitors and provide information. Direct visitors to appropriate staff and take messages.
- Receive, record, and secure payments for City services.
- Assist in general accounting and record keeping.
- Type, word process, simple spreadsheet use, simple email and internet use, and data base entry using common equipment and software.
- Maintain electronic and paper files.
- In the absence of other office staff, perform the duties of those positions as appropriate and as able.

QUALIFICATIONS

The Part Time Office Assistant possesses the following minimum qualifications or their equivalent:

- Completion of the twelfth grade.

- Two years of clerical experience.
- General knowledge of office methods.
- Basic computer skills and knowledge of Microsoft Office Programs.
- Proficient in verbal and written use of English (proficient in verbal and written use of Spanish is desirable).
- Proficient in math as required for basic support of accounting.
- Able to follow oral and written directions.
- Able to work alone in absence of other staff.

TERMINOLOGY

Term	Description
Not Present	Activity or condition does not exist
Rarely	Activity or condition exists up to one-sixth of the time
Occasionally	Activity or condition exists up to one-third of the time
Frequently	Activity or condition exists from one-third to two-thirds of the time
Constantly	Activity or condition exists two-thirds or more of the time
Required	Must be able to perform activity or perform subject to condition

PHYSICAL DEMANDS

- Standing – Frequently. To maintain the entire body in erect posture without change in location, but often in conjunction with walking. The worker stands while doing many jobs including greeting visitors. Ability to perform equivalent to standing in a wheelchair or other device acceptable.
- Walking – Frequently. Movement of the entire body for certain distances using a heel/toe gait. The worker walks while moving between tasks and while performing some tasks that require short trips out of the office. Ability to perform equivalent to walking in a wheelchair or other device acceptable.
- Sitting – Required. The ability to rest weight on buttocks and back of thighs while legs are bent at the knees. Most tasks are performed while sitting.
- Driving – Not Present.
- Lifting – Occasionally. The exertion of physical strength necessary to move objects from one level to another and often used in conjunction with carrying. Lifting is used when filing and when using or moving office supplies. About 90 percent of all lifting is 0 to 10 pounds, 10 percent of all lifting is 10 to 25 pounds.

- Carrying – Rarely. Used in conjunction with walking, and often with lifting, weight is either held or rested directly on hands, arms, shoulders and back as with lifting, it is estimated that about 90 percent of all carrying is 0 to 10 pounds, 10 percent of all carrying is 10 to 25 pounds.
- Pushing and Pulling – Not Present. The exertion of force upon or against an object in order to move it away and/or draw or haul toward oneself. Except very light pushing and pulling such as required to open and close office drawers and cabinets, pushing and pulling is not present.
- Bending – Occasionally. The ability to flex the under-trunk forward with knees extended, standing with knees flexed or while sitting. Bending is occasionally required when picking items off the floor or when filing.
- Twisting at the waist – Frequently. Rotation of the entire body to a change in direction.
- Stooping – Not Present.
- Kneeling – Occasionally. Positioning the body with one or both knees fully flexed and resting on a level surface.
- Crawling – Not Present.
- Climbing – Not Present.
- Balancing – Not Present.
- Reaching Overhead – Frequently. Positioning arms with extension of elbows above waist level.
- Handling – Required. Items handled include papers, folders, boxes, pencils, pens, paperclips, and other office equipment and supplies.
- Fine finger and hand dexterity – Required. Flexion and extension of the fingers with opposition of thumb. Fine finger and hand dexterity is utilized when doing paperwork.
- Gross hand and finger dexterity – Occasionally. Flexion and extension of fingers and with the opposition of the thumb while using the palm of the hand.
- Hand and wrist movement – Required. Average hand and wrist movement is used in all phases of this job.
- Vision – Required. The worker will use average visual acuity in order to complete all job tasks.
- Hearing – Required. The worker will use average hearing ability in order to communicate with others.

- Speech – Required. The worker uses average verbal communication skills to communicate with the public and other workers.

ENVIRONMENTAL FACTORS

- Environmental factors that are not present include: unprotected heights, being around moving machinery, exposure to dust fumes, smoke, gases or other irritants, driving automotive equipment, exposure to excessive noises, exposure to radiant or electrical energy, confined spaces, exposure to sewer gases, methane, hydrogen sulfide, carbon dioxide, exposure to solvents, grease or oils, exposure to slippery or uneven walking surfaces, working below ground, working with combustible materials and gases, excessive vibration, and working with hands in water or other substances.
- Unusual fatigue factors – Constantly. Almost constant use of keyboards and other tasks that have the potential to cause repetitive stress injury are required.
- Working in close proximity – Required. About 50% of the work is with at least one other person.
- Working inside – Required. The work setting is in a typical office setting.
- Working outside – Rarely. Short trips are required out of the office.
- Temperature – The office is normally climate controlled to typical office temperatures. Outside work can require worker to be outside for short periods in temperatures below freezing and above 100 degrees Fahrenheit.

MISCELLANEOUS

- Work Hours – The Part Time Office Assistant normally works about 4 hours a day during the hours City Hall is open to the public. The hours of the position must include continuous work and otherwise may include an unpaid meal break. City Hall is normally open to the public 8:00 a.m. until 4:30 p.m.
- Supervision Received – Receives general supervision from the City Administrator and general lead from departmental staff.

Revised 6/3/2013