



## **JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**

**JOB TITLE:** Office Assistant I

**EXEMPTION STATUS:** Non-Exempt

**JOB CATEGORY:** Administrative Support Workers

**BARGAINING UNIT:** Non-Supervisor

### **GENERAL SUMMARY:**

Under direct supervision, performs basic clerical tasks in support of the assigned department.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Performs a variety of essential record keeping duties.
2. Maintains a variety of alphabetical, numerical, and chronological filing systems.
3. Assists with the receptionist duties for the assigned department.
4. Utilizes personal computers.
5. Performs data entry in the maintenance of basic records.
6. Operates office equipment including, but not limited to: typewriter, copy machine, telephone, and facsimile machine.
7. Interacts in-person and over the telephone with district-wide staff and management, outside agencies, and the general public.
8. Assists with processing and distributing incoming mail.
9. Copies and collates a variety of correspondence, forms, and other documents.
10. Prepares a variety of correspondence and other documents for internal and external mailing.
11. Receives work assignments, establishes priorities, and meets established deadlines.
12. Notifies supervisor of problems or changes in work load.
13. Performs other duties as assigned.

### **CORE COMPETENCIES:**

- Customer Service
- MS Word & Excel

- Filing and record keeping

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- **EDUCATION:**

**Required:** High school diploma, GED, or equivalent.

**Preferred:** N/A

- **EXPERIENCE:**

**Required:** One (1) year general office support (filing, reception, and data entry).

**Preferred:** N/A

- **LICENSE AND CERTIFICATION:**

**Required:** N/A

**Preferred:** N/A

- **PHYSICAL REQUIREMENTS:** Essential and marginal functions may require standing and walking; frequent lifting and carrying objects of light weight (5 - 10 pounds) and occasional lifting and carrying objects of moderate weight (12 - 20 pounds); bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time. Tasks require visual perception, audio perception, and oral communications ability.

**ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of basic modern office methods and procedures.
- Knowledge of basic record keeping and filing principles and methods.
- Knowledge of Library District, Branch, and Department policies and procedures.
- Knowledge of Library District terminology and functions.
- Skill in use of general office equipment including personal computers and associated software.
- Ability to type at a speed necessary to perform the essential functions.
- Ability to maintain clerical records.
- Ability to maintain effective working relationships with those contacted during the course of work.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing in English.

**DEVELOPED:**            **July 1, 1995**

**UPDATED:**            **November 13, 2023**