

## Office Assistant

FLSA Status: Non-Exempt

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### Summary

Under direction of the Operations Manager, supports Peninsula Library System administration for the PLS and its contractual agencies through a wide variety of office and support duties.

### Organizational Impact

- First contact for most members, vendors and clients.
- Provides support for the administration of PLS.

### Essential Duties and Responsibilities:

- Distributes minutes, meeting materials, and publications.
- Handles agency mail, especially invoices and payments.
- Prepares and distributes workshop flyers, receives registrations, processes and distributes workshop materials, greets and registers attendees.
- Answers telephones, evaluates calls and takes appropriate action.
- Performs general administrative duties such as maintaining records, files, copying, and uploading information to websites.
- Maintains and reviews records and files to assure that required information and documents are accurate and available.

### Other Job Duties:

- Enters journal vouchers for system credit cards.
- Maintains calendars and schedules of activities, meetings, and various events.
- Maintains inventories of publications and replenishes as necessary.
- Handles maintenance calls and logs for office equipment and postage meters.
- Orders and maintain office supplies and supply records.
- Receives, sorts and distributes incoming and outgoing mail and packages.

This job description is not a complete list of potential duties. Employees will be required to follow any other instructions and to perform any other duties requested by their supervisor(s).

	<b>Required</b>	<b>Preferred</b>
<b>Education</b>	High School Graduation or equivalent	Associate degree in Finance
<b>Experience</b>	2+ years of general clerical experience	Accounting and/or finance experience
<b>Knowledge</b>	<p>English usage, spelling, grammar, and punctuation</p> <p>Basic mathematical principles</p> <p>Basic alphabetical and numeric filing methods</p> <p>Modern office procedures, methods and computer equipment and software</p>	Principles and procedures of record keeping and reporting
<b>Skills and Abilities</b>	<p>Excellent organizational, interpersonal and communication skills including customer service techniques, practices, and principles</p> <p>Enter data at a speed and accuracy level necessary for successful job performance</p> <p>Ability to understand and follow verbal and written directions as well as maintain cooperative working relationships</p> <p>Excellent organization and time management skills with the ability to meet deadlines</p> <p>Word processing, spreadsheets, presentation software, and databases. Computer application related to the work</p>	Adobe Acrobat Pro

## REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

### **Work Environment and Physical Demands:**

Normally seated, standing or walking at will; normal physical activity including some bending, pushing, pulling, and carrying, which may range up to 50 lbs., upon occasion. Keyboarding and working at a computer monitor for extended periods required. Phone usage, reading, speaking, and listening required. Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or work rooms.