

Minimum Qualification Specifications  
for the Classes:OFFICE ASSISTANT II, III, IV, V

## Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Basic Exp (yrs)	Clerical Exp (yrs)	Supervisory Aptitude	Total Exp (yrs)
Office Assistant II	1/2	0		1/2
Office Assistant III	1/2	1	**	1-1/2
Office Assistant IV	1/2	2	**	2-1/2
Office Assistant V	1/2	3	**	3-1/2

Basic Experience:

For Office Assistant II – V, applicants must possess six (6) months of work experience which demonstrated knowledge of English grammar, spelling, arithmetic; ability to read and understand oral and written instructions; write simply and directly and compare words and numbers quickly and accurately.

Clerical Experience: Work experience which involved performance of a variety of clerical tasks and demonstrated knowledge of office practices and procedures, and the ability to carry out procedures in clerical work systems, and operate various kinds of office equipment and technologies.

\*\*Supervisory Experience or Supervisory Aptitude is required for positions with supervisory responsibility.

- Supervisory experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

- Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Keyboarding/Computer Skill Requirement: Some positions require keyboarding proficiency and/or the ability to use computers and word processing and/or other software applications. Positions that require keyboarding/typing skill (40 net words per minute) are typically at the Office Assistant II and higher levels.

Substitution Allowed:

1. Graduation from high school or equivalent may be substituted for Basic Experience.
2. Excess Clerical Experience May be Substituted for Basic Experience.
3. Successful completion of a substantially full-time equivalent clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required Clerical Experience on the basis of fifteen (15) semester credits of satisfactorily completed coursework for six (6) months of experience, up to a maximum of two (2) years.
4. Education in a baccalaureate program at an accredited college or university may be substituted for Clerical Experience on the basis of fifteen (15) semester credits for six (6) months of experience, up to a maximum of two (2) years.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition, which would cause applicants to be a hazard to themselves or others, is cause for disqualification.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specifications for the classes, OFFICE ASSISTANT I, II, III, IV and V to delete the OFFICE ASSISTANT I level effective February 12, 2021.

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This is the first minimum qualification specifications for the classes, OFFICE ASSISTANT I, II, III, IV and V effective June 6, 2017.

DATE APPROVED: February 12, 2021

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JUANITA LAUTI  
Chief Human Resources Officer