



CLASS SPECIFICATION

Class Code: 60000016
Date Established: 03/2001
Last Reviewed: 07/2015
Last Revised: 07/2022
Last Title Change:
FLSA: non-exempt
Probation: 6 months

OFFICE ASSISTANT III

DEFINITION

Under general supervision provides administrative, clerical and legal clerical support; performs duties related to specialized functions and programs including document retention, electronic document imaging and indexing; and performs other related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time general or legal clerical experience involving customer service, providing and receiving information on a daily basis; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Some positions may require possession of a valid driver's license, and/or licensure as a Notary Public, and/or NCIC/NCJIS Certification.

DISTINGUISHING CHARACTERISTICS

This is a specialized level in the Office Assistant Series. Depending upon the department to which the incumbent is assigned, specialized duties may be assigned. Incumbents in this classification have a greater depth of knowledge in the assigned area and function with a greater degree of independence in direction and judgment.

SUPERVISION EXERCISED

May provide lead direction over support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

General Duties:

Provides detailed information in response to inquiries concerning unit operations, specialized procedures, processes and documents in person, by phone and electronically on a daily basis.

Compiles information and prepares, proofreads, maintains and distributes various records, documents, spreadsheets, correspondence and reports using a variety of specialized software.

Researches, develops, recommends and implements changes in office and departmental operating processes and procedures; performs special projects as requested.

Reviews and sorts documents, creates new or closes old records or accounts as appropriate, and enters and retrieves information using automated systems.

Prepares and verifies miscellaneous records and documents for processing and compliance.

Prepares, maintains and updates file folders, logs, status records and other documents and/or paperwork to reflect the current status of a process; identifies and prepares records for archival or disposal in accordance with department policies.

May train, assign and/or review the work of staff performing routine clerical duties.

Schedules appointments and meetings, schedules speakers and prepares agendas.

Collects and processes fees, determines pay-off amounts, balances collections and prepares deposits daily.

Specialized Duties Based on Area of Assignment:

Assessor's Office

Prepares scanning equipment and software; scans records and documents.

Collects, analyzes and processes documents submitted by the public; provides public with detailed information regarding forms they are required to submit; informs public of errors, additional information required and denials.

Establishes and maintains accounts and determines if taxes have been paid; forwards proper documents to respective state agency; researches and investigates automated and printed information to determine ownership of property; researches and provides NRS information when necessary.

Coordinates with property owners, their representatives and governmental agencies to gather specific information required in the valuation process.

Performs business personal property discovery process; investigates, interviews, and assists taxpayers on declaration process; researches and refers to appropriate NRS as necessary.

Creates computer reproductions (digital drafting) of new residence floor plans using electronic sketch program.

Performs, understands and explains complex mathematical assessment methods to the public.

Sheriff's Office

Generates legal documents and/or case reports; reviews the status of ongoing cases to determine various outcomes.

Verifies and prioritizes legal paperwork; ensures proper handling of time sensitive documents.

Acts as a liaison to courts, law enforcement and County agencies.

Coordinates with Sheriff's Office substations to arrange timely preparation of services of process and review of proofs of service; performs services of process; accepts effectuation of service and arranges delivery for all Sheriff's Office employees; completes notary and electronic filing functions daily.

Evaluates Protection Orders to determine course of action; determines Carry Concealed Weapon permit status of subjects and makes notifications.

Prepares civil processes for all incarcerated persons.

Coordinates execution of Court orders including mental health committals, child custody pick-ups and evictions.

Manages writs of all types including restitution, possession and attachment of property; administers all writs of execution in Washoe County.

Performs fundamental accounting functions; verifies and accepts monetary payments and initiates closure procedures.

May be required to testify in court.

Researches and refers to the NRS as necessary.

Enters, maintains, and confirms warrants, and any dispositions.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Management information systems and software specific to assigned responsibilities.

Terminology, principles and practices specific to assigned office, department and division.

Bookkeeping principles and practices.

Pertinent departmental, local, state and federal laws, statues, codes, regulations, policies and procedures.

Ability to:

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Operate a computer, a 10-key calculator by touch, and any unique departmental/division equipment.

Read and analyze maps to determine jurisdictional boundaries.

Entry Level *(Applicants will be screened for possession of these through written, oral performance, or other evaluation methods.)*

Knowledge of:

Office filing, record management systems and records retention.

Standard office methods and procedures.

Methods and techniques used in data collection and report preparation.

Microsoft Office Suite applications and standard computer software applications.

Basic mathematical concepts and skills.

Ability to:

Accurately proofread documents for spelling, punctuation, completeness and accuracy of content.

Collect, verify and enter data; present information and data in report format.

Develop, recommend and implement changes in operating processes and procedures.

Multi-task, prioritize and independently organize own workload.

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Read, interpret and apply policies and procedures, laws and regulations.

Research and analyze issues, identify problems and present alternative solutions.

Act with integrity; exercise appropriate discretion and maintain confidentiality of information.

Establish and maintain effective and cooperative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties in some positions in this classification may require the following physical skills and work environment.

Ability to work in a standard office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to work with exposure to noise and the outdoors. Ability to use standard office equipment including computers, copiers, telephones and FAX machines. Ability to travel to different sites and locations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.