

## Office Assistant

*This position reports to the Buffalo County Clerk*

*This position is a non-exempt position*

**Job Description:** Office Assistant

**Reports to:** County Clerk

**Job Classification:** 29

*The following is not an all-inclusive listing of duties associated with this job.*

*Duties can change or vary depending upon need.*

### **JOB DUTIES:**

Greet and assist the public	Assist with Payroll processing	Assist with Vendor Claims
Issues marriage licenses	Assist with Board packets	Filing
Proof read documents		

### **TYPICAL WORK FUNCTIONS:**

- \* This office is in the process of changing payroll from monthly to bi-weekly; duties will be assigned as we train and redistribute the current processes
- \* Understanding the overall operations of the office
- \* Operate a wide variety of standard office equipment including but not limited to: digital multiline phones, fax machines, scanners, copiers, printers, calculators, typewriters & personal computers.

### **MINIMUM QUALIFICATIONS AND ESSENTIAL ABILITIES:**

- \* High school diploma or equivalent
- \* Experience in Word and Excel
- \* Able to learn our AS400 custom computer software program
- \* Quality oral and written communication skills
- \* Perform effectively under pressure and in stressful situations
- \* Maintain a high degree of accuracy and good research methods and techniques
- \* Ability to lift 50 pounds