

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Office Assistant I

JOB CODE : 050415

DATE PREPARED : January 1, 1992

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent is responsible for performing various clerical assignments including typing, filing, data entry, documentation, and reception and will operate a variety of general office machines and equipment.

DIMENSIONS

The incumbent may report to an Office Assistant III or IV, branch or section supervisor, or designated individual and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs clerical/administrative duties requiring the application of established, detailed procedures; desktop instructions; and the use of standard forms or records;
2. Performs a variety of duties (depending on assignment) including photocopy support; prepares time records (exempt or nonexempt, nonbargaining unit [NENBU] only) under the supervision of an Office Assistant IV or Secretary; records/data checks, data entry; types simple correspondence and reports; and mail/materials/supplies distribution;
3. Completes simple reports from written instructions;
4. Files and retrieves computer documents and records, correspondence, and other materials using alpha-numeric filing system;
5. Operates general office equipment such as copiers, fax machines, microfiche/microfilm, document scanners, calculators, and computers; answers telephones and distributes messages;
6. Performs front/reception desk duties; issues machine/visitor/interview passes (as assigned);
7. Performs archive support, labeling, indexing, cataloging, and maintenance of documentation in accordance with established procedures and requirements;
8. Practices good housekeeping and maintains safety requirements at workstation and surrounding areas;
9. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking short distances in office areas while distributing messages, filing, etc.;
2. Frequent sitting at desk or computer while entering data, typing, completing paperwork, etc.;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Office Assistant I

3. Frequent lifting/carrying paperwork, files, or office supplies up to 10 pounds; occasionally up to 40-pound boxes of records;
4. Occasional push/pull exerting up to ten pounds of force opening doors, file drawers, or pushing files to make room;
5. Occasional climbing step stool to reach upper shelves;
6. Occasional bending/twisting at waist/knees to and from seated position or to reach lower file drawers;
7. Occasional kneeling/crouching to reach lower file drawers;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering telephones, etc.; overhead reaching required;
9. Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment;
10. Frequent use of speech/hearing in communicating with coworkers, supervisors, and answering telephones.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in completing all assignments;
2. Must be able to follow oral and written instruction, follow through on all assignments, and solve questions and problems by using established procedures or asking supervisor;
3. Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines;
4. Must be able to read/write/speak English, possess basic mathematical skills and knowledge of grammar, spelling, and punctuation;
5. Must be able to deal with pressure of handling multiple tasks, complaints, frequent interruptions, and time constraints.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a climate-controlled office setting.

Tools & Equipment Used: Personal computer, mainframe computer, printer, typewriter, copier, telephone, fax, adding machine/calculator, dictaphone, other general office equipment, motor vehicle, stepladder, or carts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and six months of clerical experience required.

OTHER SPECIAL QUALIFICATIONS

Typing 44 words per minute net required. Driver's license may be required.