

# Water Authority Position Description

## SENIOR OFFICE ASSISTANT

Status	Position Code	Level	Date
APPROVED	SROA	A05	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

SUPPORT WATER AUTHORITY OPERATIONS IN AN ASSIGNED DIVISION. PERFORM ADMINISTRATIVE CLERICAL DUTIES TO INCLUDE CONDUCTING RESEARCH AND PROVIDING INFORMATION RELATED TO DIVISION POLICY AND PROCEDURES.

### MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED, PLUS THREE (3) YEARS OF CLERICAL OR OFFICE ASSISTANT EXPERIENCE. MUST PASS WATER AUTHORITY TYPING TEST AT 35 WORDS PER MINUTE.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP) WITHIN SIX (6) MONTHS.  
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.

### SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL SUPERVISION FROM HIGHER-LEVEL SUPERVISORY OR MANAGEMENT STAFF  
MAY PROVIDE FUNCTIONAL OR TECHNICAL LEAD OVER SUPPORT STAFF

### ESSENTIAL FUNCTIONS

1. PREPARE, REVIEW, PROCESS, MONITOR AND MAINTAIN A VARIETY OF DOCUMENTS RELATED TO WATER AUTHORITY PROGRAMS.
2. ASSIST STAFF WITH ADMINISTRATIVE CLERICAL DUTIES.
3. RESPOND TO REQUESTS FROM DIVISION PERSONNEL. PROVIDE INFORMATION ON DIVISION POLICIES AND PROCEDURES.
4. MAINTAIN DIVISION FILING SYSTEMS AND RECORDS. DEVELOP, IMPLEMENT AND MODIFY FILING SYSTEMS.
5. PREPARE AND PROOFREAD A VARIETY OF DOCUMENTS INCLUDING GENERAL CORRESPONDENCE, FLIERS, MEMORANDA AND REPORTS.
6. INITIATE REQUISITIONS, PURCHASE ORDERS AND PURCHASE ORDER ADJUSTMENTS WITHIN ASSIGNED AREA OF RESPONSIBILITY.
7. PROCESS VENDOR INVOICES FOR PAYMENT. INPUT INFORMATION INTO THE COMPUTER.
8. MAY PERFORM BASIC BOOKKEEPING/ACCOUNTING DUTIES INCLUDING PAYROLL, BILLING OR CASH HANDLING.
9. PREPARE, RECONCILE, MAINTAIN AND ACCURACY OF RECORDS, ROSTERS, LISTS, AND LOGS. ENTER PERTINENT INFORMATION INTO THE COMPUTER.
10. RESPOND TO REQUESTS FROM DIVISION PERSONNEL. PROVIDE INFORMATION ON DIVISION POLICIES AND PROCEDURES.

#### **SUPPLEMENTAL FUNCTIONS**

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.
2. MAY LEAD LOWER LEVEL CLERICAL STAFF.

#### **PREFERRED KNOWLEDGE**

PROCEDURES OF PROGRAM ADMINISTRATION FOR THE ASSIGNED DEPARTMENT  
BUSINESS LETTER WRITING AND BASIC REPORT PREPARATION TECHNIQUES  
MODERN OFFICE PROCEDURES, METHODS AND COMPUTER EQUIPMENT  
PRINCIPLES AND PROCEDURES OF RECORD KEEPING  
BASIC CASH-HANDLING TECHNIQUES  
BASIC PRINCIPLES OF ACCOUNTING  
ENGLISH USAGE, SPELLING, GRAMMAR AND PUNCTUATION  
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS

#### **PREFERRED SKILL/ABILITY**

ADMINISTER AND MONITOR ASSIGNED PROGRAMS AND ACTIVITIES  
PERFORM DIFFICULT ADMINISTRATIVE SUPPORT SERVICES  
TYPE AT A SPEED NECESSARY FOR SUCCESSFUL JOB PERFORMANCE  
INTERPRET, EXPLAIN AND ENFORCE ASSIGNED DEPARTMENT POLICIES AND PROCEDURES  
PERFORM RESPONSIBLE AND DIFFICULT SECRETARIAL WORK INVOLVING THE USE OF  
INDEPENDENT JUDGMENT AND PERSONAL INITIATIVE  
MAINTAIN CONFIDENTIAL RECORDS AND REPORTS OPERATE AND USE MODERN OFFICE  
EQUIPMENT INCLUDING A COMPUTER

**WORKING CONDITIONS**

OFFICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED  
DUTIES AND RESPONSIBILITIES SUCH AS: SITTING FOR PROLONGED PERIODS OF  
TIME; EXTENSIVE USE OF COMPUTER KEYBOARD; MODERATE LIFTING.  
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE  
DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES.