**General Office Assistant**

**DEFINITION:**

Under the limited supervision of a staff or faculty member, students usually perform all or part of the following duties:

**CLERICAL/ADMINISTRATIVE:**

a) Assists in supervising and training general office aides.

b) Coordinates the maintenance of record keeping and/or filing systems.

c) Manages and operates common office machines such as fax, copier, and other computer equipment.

d) Presents factual reports to supervisor.

e) Answers the telephone, transfers phone calls and answers inquiries.

f) Screens, sorts and distributes mail.

g) Assists in taking inventory and ordering office supplies.

h) Updates paperwork and maintains documents

**BASIC QUALIFICATIONS:**

Two (2) academic years (four semesters) as a General Office Aide or two (2) years’ clerical experience.

**QUALIFICATIONS FOR STARTING AT STEP:**

Three academic years as a General Office Aide or three (3) years’ clerical experience.